

CLASS SPECIFICATION
Fleet and Facilities Maintenance Supervisor

GENERAL PURPOSE

Under general supervision, plans, coordinates, directs and supervises activities of vehicle and equipment maintenance operations involved in the maintenance, diagnoses, repairs and overhauling a wide variety of diesel and gas-powered heavy and light vehicles and equipment; plans, schedules and supervises facilities maintenance crews engaged in maintaining the City's facilities in a safe and aesthetically pleasing manner for staff and the public's use and enjoyment; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Fleet and Facilities Maintenance Supervisor reports to the Maintenance and Operations Division Manager overseeing the operation of Fleet Services and Facilities Maintenance. Provides supervision, scheduling, technical assistance, evaluating and training to the Fleet Services staff and the Facilities Maintenance crews and contractors. Incumbents inspect and assess fleet and facility maintenance needs, plan and estimate requirements to address these needs. Duties and responsibilities are carried out with considerable independence within the framework of established policies, procedures and guidelines.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Plans, organizes, coordinates, inspects, supervises the work of assigned staff and contractors. Participates in the maintenance and repair of equipment, facilities, and vehicles when required; coordinates maintenance and repair activity with City departments.
2. Implements and monitors work plans to achieve assigned goals and objectives; contributes to the development and monitoring of performance against the annual facilities maintenance budget; participates in developing, implementing and evaluating work programs, plans, processes, systems and procedures to achieve City goals, objectives and performance measures consistent with the City's quality and service expectations.
3. Plans and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; subject to management concurrence, takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the City's human resources policies and labor contract provisions.
4. Provides day-to-day leadership and participates in programs and activities that promote a positive employee relations environment; Supervises work methods and operations to ensure a high performance and customer service oriented work environment; monitors maintenance and operating

costs; procures materials; processes and follows up on payment of invoices; ensures fleet and facilities maintenance policies, procedures and services are effectively rendered; makes suggestions and recommends changes to increase effectiveness; participates in the development of the division budget.

5. Plans, schedules, inspects and evaluates the work of skilled and semi-skilled personnel engaged in the construction, maintenance and improvement of City equipment, facilities, and vehicles; provides technical assistance to staff, vendors and others regarding the maintenance and care of equipment, facilities and vehicles.
6. Supervises programs relative to the preventative maintenance and repair of equipment, facilities and vehicles; inspects equipment, facilities and vehicles to assess the extent and cost of needed repair; maintains related records, including inventory and stock, and prepares correspondence and reports regarding vehicle, facilities and equipment service.
7. Assess the maintenance needs of facilities and plans and schedules work as required; estimates labor, material and equipment requirements for assigned work and projects; requisitions parts, tools, equipment and material for assigned work and projects.
8. Assists in the evaluation for replacement and development of specifications and projection of cost for new City vehicles and equipment, and capital equipment related to equipment and vehicle maintenance.
9. Maintains computerized work order records system of staff activities and progress; assists in developing and assembling documents for public bid processes for construction or maintenance contracts.
10. Oversees and supervises the work of outside firms providing contract maintenance in facilities and fleet maintenance; act as Project Manager for Facilities Maintenance projects as needed.

OTHER DUTIES

1. Ensures cleanliness of shop and vehicle service areas and ensures supplies and equipment are maintained in orderly condition; orders parts and supplies as needed.
2. Participates in after-hours emergency and non-emergency responses to equipment failures, facility needs, alarms, or equipment/vehicle breakdowns; conducts emergency repairs in the field as needed.
3. Review plans and blueprints for accurate application of City needs and requirements.
4. Oversees the division tools, supply and surplus material storage and activities.

QUALIFICATIONS

Knowledge of:

1. Methods, techniques, parts, tools and materials used in the overhaul, maintenance and repair of diesel- and gasoline-powered vehicles, including automatic and manual transmissions, brakes, suspension and steering systems.

2. Principles, practices, techniques, methods, equipment and tools used in facilities maintenance, including maintenance of commercial buildings and grounds, building components including HVAC and other mechanical items, proper plumbing and electrical procedures and applications, interior and exterior lighting and alarm systems.
3. Principles and practices of employee supervision, including work scheduling.
4. Purchasing procedures.
5. Safe work methods and safety practices pertaining to the work, including OSHA standards; relevant codes and regulations; federal, state and local laws, regulations and court decisions applicable to assigned areas of responsibility including the application of ADA requirements, handling and disposal of hazardous waste, clean air requirements, air quality regulations.
6. Operation and maintenance of a wide variety of equipment, hand, shop and power tools common to the field.
7. Machine and welding shop methods and practices.
8. Fuel delivery systems.
9. Methods and techniques of commercial building operations, repair and maintenance.
10. Methods of building energy efficiency.
11. City safety policies and procedures and safe work practices.
12. Uses and operations of computers and standard business software.
13. Principles and practices of effective supervision.
14. City human resources policies and procedures and labor contract provisions.

Ability to:

1. Plan, organize, supervise, set goals, assign, inspect and evaluate the work of others; develop and implement work standards.
2. Organize, set priorities and schedules and exercise sound independent judgment within areas of responsibility; calculate staffing, equipment and materials requirements.
3. Interpret and work with blueprints, diagrams and sketches; read and interpret manuals, specifications and drawings.
4. Prepare clear, concise and comprehensive records of work completed, correspondence, reports and other written materials.
5. Operate and maintain equipment and tools used in the field.
6. Identify and implement effective courses of action to complete assigned work.
7. Coordinate work assignments with other divisions and departments.

8. Exercise independent judgment and initiative without close supervision.
9. Train others in the performance of skilled facilities maintenance duties and equipment operation.
10. Use mathematics to make calculations.
11. Safe work methods and safety regulations pertaining to the work.
12. Operate light and heavy equipment used in the scope of work projects and train others in its usage.
13. Establish and maintain effective working relationships with City management, staff, vendors and others encountered in the course of work.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or G.E.D. equivalent; five years of related journey-level mechanical and/or facilities maintenance, construction or a closely related field experience, including four years of lead/supervisory experience, preferably in management of a commercial or government fleet or facilities maintenance.

Licenses; Certificates; Special Requirements:

A valid driver's license is required and the ability to maintain insurability under the City's vehicle insurance policy.

Desirable Certifications: ASE Certificate; Building Operator Certificate

Class B driver's license with Air Brake and Tank Endorsements is required prior to the conclusion of the probationary period.

Class A driver's license and/or Passenger Endorsements are highly desirable.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is frequently required to use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl, walk, sit and talk or hear. The employee must regularly lift and/or move up to 50 pounds and frequently over 100 pounds. Specific vision abilities required by this job include close vision, color vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve basic problems; use simple math and mathematical reasoning; observe and interpret situations; learn and apply new information or new skills; work under deadlines with interruptions; and interact with City management, staff, vendors and others encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee frequently works near moving mechanical parts or in outside weather conditions and is occasionally exposed to wet and/or humid conditions, fumes, toxic or caustic chemicals. The noise level is moderately noisy.