

FIELD SERVICES SHOP SUPERINTENDENT

DEFINITION

Under general direction, plans, organizes and administers the fleet management and services programs, involving maintenance and repair of heavy duty construction equipment, heavy duty trucks, buses, public transit vehicles, light weight trucks, sedans and miscellaneous equipment such as electronic accessory, equipment, generators, hoists, compressors, stationary and portable engines, welders, pumps, motors; and performs related work as required.

REPRESENTATIVE DUTIES

The duties listed below are examples of the work typically performed by the employee of this class. Not all assigned duties may be listed.

1. Plans, organizes and directs a program to maintain all city equipment and maintenance shop facility management. Inspects and evaluates repair work done in the vehicle maintenance shop; trains employees on principles and techniques of automotive and equipment repair and maintenance; and researches and analyzes mechanical problems.
2. Collects information for budget development, established budget and submits budget to the Field Services Manager researches and proposes equipment shop capital improvement projects; tracks and analyzes equipment cost and shop operation data; and makes recommendations based on evaluations. Develops long range plans, goals and objectives relative to Fleet services operations.
3. Prepares or supervises the preparation of reports, memoranda, special studies, specifications, and performs research; evaluates cost records and makes recommendations based on evaluations; and serves on city evaluation and analytical teams for negotiated equipment purchases and bid contract awards. Corresponds and maintains liaison with equipment purchases and bid contract awards. Corresponds and maintains liaison with equipment suppliers, inspects bids submitted, recommends purchases and ensures manufacturer's compliance.
4. Maintain maintenance control records on all city equipment used by various city department and divisions; may maintain maintenance control records on equipment for various other agencies, i.e. County of Tulare, school districts, local transit contractor, ensures compliance with local, state and federal regulations.
5. Coordinates the assignment of work to maintenance and technical personnel, i.e. mechanics; participates in the selection of employees; plans and implements employee training; and evaluates employee performance, initiates disciplinary action.
6. Communicates with fleet management officials in adjoining cities and counties in addition to state and Federal regulatory, agencies.
7. Coordinates work activities with other divisions and departments; obtains quotations and bids for equipment maintenance, repairs and special equipment projects.
8. Investigates and resolves customer complaints pertaining to areas of representative duties.

9. Represents and supports the policies and procedures established by the City Council, City Manager Department Heads and Division Chiefs.

EMPLOYMENT STANDARDS

Education and/or Experience

Completion of twenty-four semester unity of accredited college course work in business administration, general management, supervision or other related field; two years of supervisory/administrative experience in fleet/shop management or similar operations; two years experience in preparation of equipment specifications, or any combination of education, training and experience that provides the desired knowledge and abilities. Additional years of fleet/shop management experience over two years may be substituted for education.

Knowledge of:

Methods, practice and technique of automotive and equipment repair, fleet/shop management techniques, materials, and practices of the automotive and mechanical trades; local, state and federal regulations related to work environment safety practices, and vehicle operations and repairs, including public transportation vehicles and the equipment used in such work, vehicle operator requirements, terminal operations; principles of both gas and diesel engine operations and hydraulics, principles and practices of supervision and cost accounting; applicable equipment data tracking computer software; supervision practices and techniques; budget administration; and, safe work practices.

Ability to:

Plan and coordinate the work of subordinates, which includes maintenance and technical personnel; establish and maintain required records and prepare reports from such records; establish and maintain effective relationships with subordinates, the public and representative of other agencies; communicate in writing and orally; and use computer applications related to area of responsibility.

Special Requirements

Possession of or ability to obtain and maintain a valid California driver's license.

Physical Demands

Involves active work but not prolonged heavy exertion. On feet most of the time involving bending, stooping, squatting, twisting, reaching, working on irregular surfaces; frequent lifting of objects up to 25 lbs. with occasional lifting of objects weighing over 50 lbs. Strength, dexterity, coordination and vision to use keyboard and computer on a regular basis.

WORKING CONDITIONS

Frequent exposure to unpleasant elements such as dust, fumes and odors, dampness, raw sewage, high noise levels, and hazardous materials such as: acids, solvents, and gases. Temperature fluctuations due to both seasonal extremes and working in and out of doors. A computer is used on a daily basis. Travel throughout the area is required.

Date Adopted: July 1, 2000