

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

## Fleet Maintenance Supervisor

**Department:** Environmental/Public Works

**Pay Grade:** 511

**FLSA Status:** Non-Exempt

**Job Code:** E735

### JOB SUMMARY

The purpose of this classification is to supervise assigned staff in performing mechanical work involving maintenance and repair of vehicles, light/heavy equipment, and other automotive/mechanical machinery.

### ESSENTIAL JOB FUNCTIONS

- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Provides direction, training, guidance, and assistance to assigned employees: coordinates daily work activities; responds to employee problems/concerns; assists in selecting new employees; confers with assigned staff, assists with complex/problem situations, and provides technical expertise; establishes safety and department rules; enforces department rules and regulations.
- Supervises and assists in performing general mechanical repair work on vehicles, trucks, police/fire emergency vehicles, motorcycles, light equipment, heavy machinery, road machinery, parks equipment, mowing equipment, specialized equipment, gasoline/diesel engines, generators, or other automotive/mechanical equipment.
- Supervises shop activities/operations: manages flow of work in/out of shop; organizes, prioritizes, and schedules workload; assigns work to mechanics or to outside service providers as appropriate; monitors status of work, inspects completed work, and troubleshoots problem situations.
- Schedules and works with Vendors, manages parts, assists with fuel access for city employees, manages vehicle data in Fleet Software, submits and codes invoices, manages and allocates P-Card.
- Supervises and assists in inspecting, testing, and diagnosing problems involving various systems/components of vehicles or equipment: examines vehicles and equipment to determine necessary repair or maintenance work; conducts diagnostic testing; consults with drivers or equipment operators to obtain input on problems, assists in diagnosing problems, or prevents future problems; determines parts/supplies necessary to conduct repairs.

- Supervises and assists in performing appropriate repair, removal, replacement, rebuilding, or maintenance work on vehicle/equipment systems and components: removes or replaces brakes, brake pads, wheels, steering components, shocks, transmissions, vehicle cylinder heads, differentials, suspension springs, starters, alternators, water pumps, thermostats, radiators, flywheels, fuel injectors, or other components; removes or replaces engines, engine parts, and engine gaskets; removes and repairs engine electronics and transmission electronics; checks engine timing and performance; turns, replaces, or resurfaces rotors/drums; replaces rings, bearings, and universal joints; repairs/replaces clutches; repairs or rebuilds carburetors and generators; adjusts, repairs, or relines brakes; performs front end alignments; troubleshoots and repairs front and rear suspensions; replaces fuel pumps and injection pumps; flushes cooling systems; repairs air conditioning systems and recovers refrigerant; installs, removes, repairs or replaces doors, lifts, seats, radios, lights, windows, mirrors, or emergency sirens; installs decals and logos on vehicles as appropriate.
- Implements scheduled preventive maintenance work to ensure regular servicing/maintenance of mechanical systems and equipment: sharpens blades; removes and replaces oil, filters, spark plugs, diesel and hydraulic filters, coolant, chains, bearings, batteries, and broken/work components.
- Performs general welding work: cuts metal, fills holes, and welds metal components; repairs broken/cracked parts or fabricates new parts; installs metal components; modifies metal/steel components of equipment.
- Supervises and assists in performing routine and preventive maintenance on vehicles and equipment: pumps fuel into vehicles; checks fluid levels and replaces fluids as needed; drains/replaces oil; cleans/replaces batteries and filters; removes/replaces belts, hoses, fuses, bulbs, blades, skids, and other parts; flushes radiators and coolant systems; replaces spark plugs and wires; lubricates mechanical parts and greases equipment; services air conditioning systems; checks air pressure level of tires; patches holes/punctures in tires; repairs/replaces damaged tires; rotates and balances tires.
- Operates a variety of machinery, equipment, and tools associated with repairing, maintaining and testing vehicles and equipment, which may include a motor vehicle, utility truck, heavy machinery, light equipment, tractor, mowing equipment, hoist, vehicle lift, hydraulic jack, engine analyzer, tire machine, tire changer, battery charger, brake lathe, air compressor, pressure washer, parts washer, generator, refrigerant recovery machine, drill, drill press, metal grinder, pump, welder, cutting torch, gauges, meters, diagnostic instruments, testing instruments, mechanic tools, or two-way radio.
- Responsible for garage cleaning/maintenance necessary to keep garage/tools/equipment in operable condition which may include inspecting equipment, greasing equipment, washing/cleaning vehicles and equipment, or cleaning shop/work areas.
- Coordinates emergency service calls for disabled vehicles or equipment at work sites or on the road as needed.
- Monitors inventory levels of department equipment, parts, tools, and supplies: ensures availability of adequate materials to conduct work activities; initiates requisitions for new/replacement materials.
- Follows safety procedures, utilizes safety equipment, and monitors work environment to ensure safety of employees and other individuals; reports accidents and incidents.
- Utilizes and maintains vehicle/equipment service records, warranty records, or other documentation of work activities via fleet computer software for entire city vehicle asset inventory and life cycle tracking.
- Performs administrative tasks: reviews employee time sheets and forwards for processing; reviews invoices, assigns proper budgetary codes, and forwards for processing; assists in preparing performance reviews for assigned personnel.
- Assists the Fleet Services Manager as needed to monitor the internal Fleet Services Fund using vehicle software and city financial systems to track vehicle costs and maintenance and other data.

- Prepares or completes various forms, reports, correspondence, logs, checklists, work board, vehicle reports, work orders, inspection records, maintenance/repair records, purchase requisitions, or other documents.
- Receives various forms, reports, correspondence, work orders, invoices, receipts, credit card records, vehicle/equipment maintenance records, diagrams, schematics, service manuals, service bulletins, safety recall notices, material safety data sheets, parts catalogs, directories, policies, procedures, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.
- Communicates with supervisor, employees, other departments, vendors, service providers, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.
- Maintains an awareness of new parts/equipment, procedures, trends, and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.
- Provides assistance or backup coverage to other employees or departments as needed.
- Performs general tasks, which may include picking up or delivering vehicles from/to various locations, washing vehicles, conducting emission testing of vehicles, or calibrating speedometers.
- Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

#### **Education and Experience:**

Requires a High School Diploma or GED, supplemented by vocational training in automotive and diesel repair; five (5) years of experience in gasoline and diesel repair work or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

#### **Licenses or Certifications:**

- Must possess or obtain and maintain a valid Class B Georgia Commercial Driver's License (CDL) including appropriate endorsements, with a satisfactory motor vehicle record (MVR). (Within 12 months of employ.)
- Must possess or obtain and maintain ASE Master Technician status in either Light or Heavy duty vehicles, or approved equivalent.

#### **Special Requirements:**

- None

#### **Knowledge, Skills and Abilities:**

- Knowledge of tire, vehicle, and equipment maintenance and repair and familiar with various types of internal combustion engines and hydraulic systems.
- Ability to learn, comprehend, and apply all city or departmental policies, practices, and procedures necessary to function effectively in the position.
- Ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.
- Ability to apply principles of persuasion and/or influence over others in a supervisory capacity.

- Ability to operate and control the actions of equipment and machinery, requiring the monitoring, adjustment, regulation, and/or setting of multiple conditions.
- Ability to utilize a wide variety of reference, descriptive, and/or advisory data, and information.
- Ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.
- Ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.
- Ability to exercise judgment, decisiveness, and creativity in situations involving evaluation of information against measurable or verifiable criteria.

#### **PHYSICAL DEMANDS**

The work is moderate work which requires the ability to exert moderate effort, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (20-75 pounds). Tasks also require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

#### **WORK ENVIRONMENT**

Work is regularly performed with exposure to adverse environmental conditions, such as dirt, dust, odors, fumes, temperature and noise extremes, machinery, or bright/dim lights.

**The City has the right to revise this job description at any time. This description does not represent in any way a contract of employment.**

*The City of Roswell, Georgia commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.*