

SUPERINTENDENT OF FLEET SERVICES

NATURE OF WORK

This is responsible administrative and supervisory work directing the maintenance, repair and perpetuation of all equipment and fueling facilities.

Work involves planning, assigning and supervising equipment maintenance and repair; comparing labor and material costs for equipment repair against equipment replacement costs in order to determine the most economical course of action; and coordinating the purchase of new equipment by ensuring that it meets the requirements of the customer agency. Work also includes purchasing all parts, supplies, gasoline and oil necessary for equipment maintenance and repair and maintaining records reflecting quantities purchased; and preparing annual sectional budget requests and monitoring budgetary expenditures. Work is performed under the general supervision of an administrative superior with work being reviewed in the form of conferences, reports submitted and results achieved. Supervision is exercised over employees engaged in the maintenance and repair of fleet vehicles.

EXAMPLES OF WORK PERFORMED

Plans and directs, through subordinate supervisory personnel, the overall maintenance and repair program for all equipment and fueling facilities.

Maintains the Fleet Services Information System which provides timely and accurate data in such areas as overall fleet inventory, preventive maintenance, repair activities, parts inventory, fuel usage, financial accounting and equipment depreciation/replacement.

Purchases gasoline, oil, repair parts and supplies related to equipment maintenance and repair; and maintains records reflecting quantities purchased and distributed to various equipment and customer agencies.

Participates in budget preparation and monitors the expenditure of funds from the Fleet Services revolving fund.

Determines equipment requirements of customer agencies and oversees preparation of specifications for new equipment to ensure that operating requirements are met and proper replacements are acquired.

Develops and implements performance objectives to achieve more efficient use of time, staff and available resources; estimates the total cost of labor and material required in order to monitor effectiveness of performance objectives.

Reviews and recommends approval or disapproval of all promotions, performance appraisals and varied personnel actions.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of the methods, techniques and procedures involved in equipment maintenance and repair.

Thorough knowledge of materials, parts and supplies necessary to the maintenance and repair of equipment and fueling facilities.

Ability to plan, assign and supervise the work of subordinates engaged in the maintenance and repair of equipment and fueling facilities.

Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities.

Ability to establish and maintain effective working relationships with customer agencies, co-workers and the general public.

Ability to prepare reports and maintain records.

Ability to communicate effectively both orally and in writing.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a senior high school or equivalent supplemented by specialized vocational/technical school training in the field of automotive mechanics supplemented by thorough experience in municipal construction and maintenance programs, equipment operation, maintenance and repair or related area plus considerable experience in a supervisory capacity.

MINIMUM QUALIFICATIONS

Graduation from a senior high school or equivalent supplemented by specialized vocational/technical school training in the field of automotive mechanics supplemented by considerable experience in municipal construction and maintenance programs, equipment operation, maintenance and repair or related area plus some supervisory experience; or any equivalent combination of training and experience that would provide the required knowledge, abilities and skills.

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