

PROVO CITY CLASSIFICATION SPECIFICATION

Title: Fleet Maintenance Supervisor	Job Code: 2310
Date: January 31, 2017	EEO Code: SC
FLSA Designation: Non-Exempt	Civil Service: Covered (Unclassified)

DEFINITION: This is skilled supervisory and technical operations work with responsibility for the mechanical diagnosis and repair of gasoline and diesel motor vehicles.

CLASSIFICATION STANDARDS: The single position assigned to this classification is responsible to the City-wide Fleet Manager and performs assigned tasks under his/her general direction. The work of this class is distinguished by its responsibility to directly supervise and assign the daily work of fleet mechanics and technicians.

ESSENTIAL DUTIES: Supervise and participate in the daily activities of fleet maintenance mechanics and technicians; supervise and participate in the review, diagnosis, repair, and overhaul of all types and sizes of gasoline and diesel engines, transmissions, drive components, hydraulic and air brake systems, air conditioning, and other automotive systems; assist fleet maintenance staff with the more difficult and complex repair duties and projects; use and interpret readings of electrical testing equipment and schematic designs; estimate repair and maintenance costs for projects; establish preventive maintenance programs and schedule equipment for repair and maintenance functions; regularly perform technical duties similar to that of subordinate mechanics and technicians.

Supervise, plan, and coordinate the work of assigned fleet maintenance personnel and ensure work is completed accurately, efficiently, and in compliance with established procedures; oversee daily activities of assigned staff to ensure safety regulations are strictly followed; train assigned staff in the applicable work policies, principles, and procedures; monitor employee productivity and work procedures to identify training needs and inefficient practices; recommend and implement improvement changes to work processes; write, review, and maintain Standard Operating Procedures for all shop operations, maintenance programs, and use of specialty tools.

Assist Fleet Manager with staffing decisions including making recommendations on hiring and firing; identify, evaluate, and resolve personnel concerns; conduct performance evaluations and enact discipline and/or employee recognition as needed; maintain and provide appropriate supporting documentation on employee issues; oversee and review fleet maintenance records, reports, logs, and documentation; ensure that appropriate work records are maintained; may assist with the creation and disbursement of the section budget; may function as Fleet Manager in his/her absence; perform other related duties as needed.

MINIMUM REQUIREMENTS: Equivalent to a high school diploma; and six (6) years of professional level experience in automotive repair and diagnosis, two (2) years of which include supervisory experience; OR an equivalent combination of job-related education and/or experience [substituting each year of post-secondary education for six months of experience].



License(s). A valid, lawful commercial driver's license is required. ASE Master Automotive Technician and Master Medium/Heavy Truck Technician certifications are desired.

SELECTION FACTORS: *Knowledge of:* modern methods and procedures used in the repair and maintenance of all types and sizes of vehicles, engines, and components; related laws, codes, rules, and regulations governing functions of the position; policies and procedures established for the work system; basic English composition, spelling, and grammar; *effective* supervisory methods and techniques including performance evaluation. *Skill in:* operating a computerized fleet management system including knowledge of CFA; work management and organization; interpersonal relations and management as applied to the direction and supervision of employees; safely operating vehicles and equipment to satisfactorily test completed work; verbal and written communication; practicing behaviors that build trust with others. *Ability to:* enforce safety regulations; analyze a wide variety of data points to make recommendations on system improvements; evaluate programs and procedures; organize assigned work and develop effective work methods; organize and direct the work of others; prepare clear, concise, accurate, and informative reports; work effectively on individual or team projects; develop and maintain effective working relationships and demonstrate respect, integrity, courtesy, and kindness in all circumstances; demonstrate a high level of commitment to the principles of positive customer service.

TOOLS AND EQUIPMENT USED: Variety of hand tools, air tools, jacks, tire machine, electrical test equipment, motorized vehicles, forklift, personal protective clothing and devices, computer, office equipment, and job-specific software programs.

PHYSICAL DEMANDS: Regularly walk, stand, stoop, crawl, climb, kneel, crouch, balance, or sit for extended periods of time; regularly lift, carry, push, pull, or otherwise move objects weighing up to 75 pounds; use of tools or equipment requiring a high degree of dexterity; ability to see up close, at a distance, color, peripherally, depth, and in focus; work for sustained periods of time maintaining concentrated attention to detail.

ENVIRONMENTAL FACTORS: Work is performed in a motor shop and in the field; This work includes exposure to fumes, noxious odors, hazardous chemicals, dust, mists, gases, and poor ventilation that could affect the respiratory system, eyes, or skin; work is performed in a noisy environment; exposes the incumbent to possible bodily injury from moving mechanical parts of equipment, tools, and/or machinery; work is performed for sustained periods outdoors and occasionally in hot, cold, or inclement weather; requires the use of personal protective devices such as masks, goggles, gloves, and similar items.

	1/24/17
Department Director	Date
	1/31/17
Mayor/Chief Administrative Officer	Date

NOTE: The above statements describe the general nature and level of work being performed by the person(s) assigned to this classification. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Class specifications are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, change, or delete any and all provisions of this classification at any time as needed without notice. Reasonable accommodations may be made for otherwise qualified individuals who require and request such accommodation. This class specification supersedes earlier versions.