

## EXHIBIT B



### **CLASS SPECIFICATION**

**CLASS TITLE:** Fleet Shop Supervisor

**DEFINITION:** Under direction, plans, organizes, supervises, and participates in the maintenance and repair of a medium sized but varied fleet of motor vehicles and equipment; performs related work as required.

**DISTINGUISHING CHARACTERISTICS:** This is the working supervisory class in the Equipment Mechanic series. In addition to assigning, supervising, coordinating, reviewing and evaluating the work of the Fleet Shop staff, the incumbent performs the full range of journey-level maintenance and repair work. The Fleet Shop Supervisor is distinguished from the Senior Equipment Mechanic in that the former is responsible for supervision of the Fleet Division.

**TYPICAL TASKS:** Duties may include, but are not limited to the following:

1. Plans, organizes, schedules and coordinates the maintenance and repair of a variety of gasoline, diesel-powered and alternative fueled vehicles and equipment.
2. Makes policy recommendations and implements administrative procedures for all City transportation requirements pertaining to the processing of vehicle and equipment purchase requests, acquisition, assignment, usage, operation, repair, preventive maintenance, fueling and replacement of City vehicles.
3. Assigns, supervises, reviews and evaluates the work of assigned staff; monitors the performance of the assigned staff and the adherence to job performance standards.
4. Serves as the lead technical advisor to the Fleet Shop staff; provides technical assistance to staff on difficult mechanical problems; assists subordinates in diagnosing and solving complex technical problems as needed; provides on-the-job training as needed.
5. Conducts utilization studies and evaluates the condition of the fleet on an ongoing basis; makes recommendations on the size and composition of the fleet and establishment of replacement criteria; makes replacement decisions and conducts a vehicle disposal program, including auction management and forecasting salvage value of vehicles and equipment.
4. Coordinates, schedules and prioritizes routine preventive maintenance and repair work with user departments; resolves customer service problems; reviews non-vehicular work

- requests from user departments, schedules or refers work out based on current staffing levels, scheduled fleet work and current backlog of work. May provide repair estimates including labor costs, material costs and time required to complete job as requested.
5. Diagnoses vehicle and equipment problems and performs necessary repair work on a wide variety of automobiles, trucks, tractors, motorcycles, fire engines and other powered transportation vehicles; may rebuild engines, transmissions and differentials, repair drive-lines steering systems, electrical systems, brake systems and vehicular computer control systems.
  6. Establishes and maintains parts and supply requirements; orders and maintains adequate inventory of parts and supplies; researches and approves purchase orders for specialized or non-stock items.
  7. Coordinates and evaluates the need for commercial repair work; authorizes commercial work on an as-needed basis; inspects completed commercial repair work; evaluates estimates from commercial repair shops to get the best value for the City-owned fleet.
  8. Prepares up-to-date and timely information to develop operational cost studies, equipment rental rates and replacement program information.
  9. Coordinates and monitors a variety of fleet-related inspections, certification and hazardous materials storage programs in compliance with regulatory guidelines.
  10. Assists in developing goals, objectives and policies; provides budgetary estimates, equipment specifications for procurement and related information and assistance as required; assists in monitoring budget expenditures as applicable.
  11. Ensures that safe work methods are observed and that the fleet is maintained in safe operating condition.

### **MINIMUM REQUIREMENTS:**

**Experience and Training:** A typical way to gain the knowledge and abilities required for this position would be:

Three years of progressively responsible experience performing the full-range of journey-level work as an Equipment Mechanic. Experience in public sector fleet operations and supervisory experience are preferred.

Qualifications include an ASE Certification as a Master Mechanic in automotive and/or medium/heavy truck, possession of a BAR Smog Technician's license, and college course work in automotive technology or course work through a recognized vocational technical school in automotive and/or medium/heavy truck repair.

**Knowledge of:** Principles and practices of employee supervision; methods, materials, tools and equipment used in the maintenance and repair of gasoline, diesel-powered and alternative fuel vehicles and equipment; principles of preventive maintenance programs; trends and technological developments pertaining to efficient automotive service, fueling and maintenance techniques; fleet procurement, charge back systems, utilization and operational management; customer service principles; public sector fleet maintenance programs; basic budgeting

principles; regulations governing safe work methods, safety practices and standards related to the work; and computer applications related to the work. Working knowledge of safety procedures and California Vehicle Code.

**Abilities in:** Planning, organizing, assigning, directing, reviewing and evaluating the work of staff; planning and organizing a comprehensive fleet repair and maintenance program with emphasis on providing timely and efficient customer services; effective problem solving; preparing accurate and complete vehicle and equipment repair records and reports; exercising independent judgment within established guidelines; establishing and maintaining effective working relationships with staff, customers and vendors.

**Other Requirements:** Must be in possession of a valid Class B California Driver's License by completion of probationary period. Incumbents must own, use and maintain their own set of hand tools as required by the City.

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