

FLEET MAINTENANCE SUPERINTENDENT

JOB DESCRIPTION

Classification Responsibilities: The Fleet Maintenance Superintendent plans, organizes, coordinates, staffs, and directs the activities of two full service maintenance facilities within the Fleet Services Department. Work includes: providing supervision and leadership of staff; directing the efficient maintenance and repair of City vehicles and equipment; oversight of maintenance programs, and providing statistical data and cost analysis of pending or projected vehicle repairs and the effectiveness of service levels for equipment maintenance and repairs. Additional duties include: providing technical input for specifications; overseeing the preventative maintenance and vehicle and equipment maintenance programs; coordinating and approving preventative maintenance inspections and repairs completed by outside vendors; ensuring facilities meet Resource Conservation and Recovery Act (RCRA) regulations; overseeing compliance with Arizona State Emissions regulations (Fleet Agent); and participating on the Storm Water Pollution Prevention task force. This class is also responsible for personnel technical development and coordinating training opportunities with the Training Coalition. This employee coordinates shift operations and supervises Shop Supervisors. This class is responsible for both evaluating work on multiple shifts (requiring periodic direct supervision on each shift) and related work as required.

Distinguishing Features: This classification has been designated as a non-classified, non-merit system, at-will position. The Fleet Maintenance Superintendent exercises considerable independent judgment in ensuring compliance with federal and state mandates pertaining to emissions regulations; ensuring vehicle and equipment maintenance and repair work meet the required standards; and work is performed efficiently and effectively with the highest level of quality and service achieved for all shifts at assigned location. The employee in this class receives administrative supervision from the Fleet Services Director, who reviews work through reports, conferences, and overall results achieved. This class is FLSA exempt-executive.

QUALIFICATIONS

Minimum Qualifications Required. Graduation from high school or GED. Extensive (5+ years) experience in the maintenance and repair of automotive and diesel equipment, including considerable (3 - 5 years) supervisory experience. Fleet Management Certification from a nationally recognized organization shall be achieved within 2 years of hire date.

Special Requirements. None.

Substance Abuse Testing. None.

Preferred/Desirable Qualifications. Graduation from an accredited college or university with a Bachelor's Degree in Mechanical Engineering, Business Management, or a related field is highly desirable. ASE certifications in applicable work duties are highly desirable.

ESSENTIAL FUNCTIONS

Communication: Communicates with Fleet management, subordinates and representatives from other City departments, vendors, and contractors to establish and maintain effective working relationships. Communicates with shift supervisory personnel to coordinate; repair and maintenance work, standardize operating procedures, resolve maintenance and personnel issues and enhance teamwork. Instructs and trains subordinates. Provides Fleet management with status reports on objectives achieved, problems encountered, and suggested operational improvements. Prepares and updates schedules to ensure the availability of personnel. Prepares written documents including performance appraisals and various reports. Incumbent must be able to provide both written and verbal communication specific to the target audience.

Manual/Physical: Reviews, inspects and evaluates vehicles and associated repairs, working conditions and the work of subordinate-level employees to ensure compliance with established operating and safety procedures and all applicable federal, state, and local laws and regulations. Provides training or training opportunities to insure staff works safely and efficiently. Operates a variety of standard office equipment including a personal computer, facsimile machine, copier and calculator. Meets scheduling and attendance requirements.

Mental: Plans, organizes directs and coordinates resource utilization at assigned location to effectively manage the overall maintenance and repair of a wide variety of vehicles and equipment. Monitors budget and reports at assigned location to validate fiscal responsibility and proper maintenance practices. Assists in the development and implementation of: changes in operating procedures, staffing, products and materials used, work policies, maintenance and repair standards, service schedules, quality control procedures, etc., to provide direction and leadership to Fleet Services. Analyzes maintenance and repair costs, repair histories, and trends to determine the most efficient and effective repair procedures. Oversees warranty recovery at assigned location. Coordinates Fleet activities with other shop(s) customers, vendors, etc. Performs mathematical calculations, statistical computations, cost analysis, etc. Evaluates the quality of maintenance and repair work. Estimates labor and materials costs. Understands and interprets blueprints and schematic drawings to assist in vehicle repair and maintenance. Comprehends and makes inferences from written material. Identifies and addresses/resolves personnel related issues in accordance with federal, state, laws and regulations and City policies and Personnel Rules. Assists Fleet management in the development, implementation, and support of acceptable practices, processes and procedures. Learns job-related material in classroom settings with a focus on personnel, financial, and analytical areas of this position.

Knowledge and Abilities:

Knowledge of:

the principles and practices of fleet management, operation, and maintenance;
heavy-duty mechanical repair shop methods, materials, equipment and tools;
federal and state regulations relating to vehicle maintenance facility operations;
computerized maintenance systems and other computer programs for analysis of data;
automotive and mechanical repair, maintenance and testing methods;
maintenance needs of automotive and mechanical equipment;

general training needs of, and the techniques, practices and materials used by Fleet Services staff; modern principles of organization and management including, principles and practices of employee supervision, evaluation, and training; and needs of other City Departments as related to vehicles and equipment.

Ability to:

plan, organize, staff, direct, and coordinate overall work activities;
evaluate the quality of repairs jobs and the performance of mechanic staff;
effectively develop, train, evaluate, and direct subordinate;
organize maintenance and repair workload to meet fluctuating and unusual demands;
analyze shop operations, discern problems and provide feasible solutes;
monitor budget for maintenance and repair activities; and
establish and maintain effective working relationships with upper management, subordinates, other City employees, vendors, contractors, and public officials.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised 5/15

TO/fl/hn

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EEO- O/A

NDOT SAFETY-No

NDOT RANDOM-No

DOT SAFETY-Yes

RESP-No

JOB FCTN-ADM

INCREMENTS 42-200

PAY GRADE: 54

SECURITY-No

CDL-Yes

IND-8380

SWORN-No