



**Job Title:** Fleet Maintenance Supervisor

**Department:** Public Works

**Direct Supervisor:** Street Superintendent

**Salary:** \$44,863 to \$62,808.00

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### **General Purpose**

Plans, organizes and directs the repair and servicing of a wide variety of gasoline and diesel powered vehicles and equipment. Exercises direct supervision over garage personnel as assigned.

### **Essential Duties**

#### Standard

- Plans, organizes, schedules, supervises, assigns and evaluates the work of staff engaged in the overhaul, repair and maintenance of a wide variety of automobiles and gas or diesel powered trucks and construction and repair equipment.
- Instructs and provides for the training of staff in work methods, use of tools and equipment and relevant safety precautions.
- Inspects equipment to determine work required to evaluate performance, estimates personnel, material and equipment requirements for assigned jobs.
- Provides technical assistance to staff in resolving difficult problems encountered
- Prepares and maintains a variety of reports and records, including timecards, worksheets, accident reports, maintenance records etc.
- Assists in evaluating economic life of equipment and vehicles.
- Maintains fuel usage reports.
- Supervises the ordering and maintenance of an adequate inventory to accomplish assigned jobs
- Responds to questions complaints, schedules and coordinates preventative maintenance and other activities with other divisions and departments.
- Reviews work upon completion insuring appropriate safety precautions and equipment are being utilized.
- Diagnoses and performs major repairs and overhauls to engines, involving inspection and replacement of broken or work parts.
- Monitors leak detection equipment and maintain reports as required by the Department of Natural Resources.
- Maintains records and prepares reports as required by Best Management Practices outlined in the Metropolitan St. Louis Sewer District's storm water management requirements.
- Monitors software related to the automated gate entry system and effects repairs to the system and assembly as required.
- Responsible for diagnoses, repairs, overhauls to City vehicles and equipment
- Reads and interprets manuals, drawings and specifications.
- Makes oral and written reports, completes forms and keeps accurate maintenance records of work performed

- Maintains and repairs small gasoline engines and similar equipment found on mowers, chain saws, etc

#### **Essential Duties (cont.)**

- Modifies and fabricates new parts of truck bodies, construction and similar equipment
- May be required to operate snowplow equipped truck to plow snow, spread salt, sand and cinders and participate in other snow removal activities as assigned.

#### **Education, Experience & Training for Performing Essential Functions**

Knowledge of methods, techniques, parts, tools and materials used in the maintenance and repair of diesel and gasoline-powered vehicles and equipment. Skill in operation and maintenance of a wide variety of hand, power and shop tools and equipment common to the field. Knowledge of work hazards, safe work methods and safety regulations pertaining to the work. Skill in planning estimating, coordinating and schedule the work of others. Skill in diagnosing and repairing a wide variety of diesel and gasoline-powered vehicles and equipment. Skill in operating and maintaining a variety of hand, power and shop tools and equipment used in the work. Ability to understand and follow oral and written instructions. Ability to learn and utilized automated computerized systems for fleet management, gate entry and fuel storage and dispensing. Ability to estimate necessary materials and equipment to complete assignments. Ability to exercise independent judgment and initiative without close supervision. Ability to prepare and maintain a variety of accurate written records and reports pertaining to the work. Ability to read and interpret manuals, specifications and drawings. Must possess valid Class B CDL with airbrakes within six months of hire. High school diploma/GED required.

Five years of experience relating to the repair and maintenance automobiles small and large gas and diesel related equipment. Considerable skills in the operation of the listed tools and equipment. Must be experienced with Microsoft Office applications. Ability to guide, direct and motivate employees, ability to organize and supervise the activities of various crews performing fleet maintenance work. Ability to communicate effectively, verbally and in writing. Ability to establish and maintain record systems and operate personal computer using desktop applications and department specific software and apply current office technology resources. Ability to establish and maintain effective working relationships with employees, other departments, other agencies and the general public.

#### **Work Environment and Physical Demands**

Indoor and outdoor working environments. Subject to hazards from working in an environment of extreme weather conditions and from working around large moving equipment. Exposure to dust and other allergens from rock, dirt, leaves, and grass. Handles hot and hazardous materials. Exposure to constant and extreme noise. Ability to climb into and safety operate trucks and large construction equipment. Must be able to stand, walk, use hands to finger, handle feel or operate objects, tools or controls and reach with hands and arms, stand, stoop kneel, crouch, or crawl, talk and hear and taste and smell. Employee is occasionally required to sit and climb or crawl. Occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals and risk of electrical shock. Ability to stand for long periods of time. Ability to lift minimum of 65 pounds Ability to push or pull minimum of 150 pounds.

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*A job description is written to describe work to be performed by the ideal candidate. A less qualified individual may fill the position on the condition that, with training, they will fully meet responsibilities and skills within a reasonable period of time.*