

CITY OF COLLEGE PARK, MARYLAND

CLASS SPECIFICATION

CLASS TITLE: FLEET SUPERVISOR

FLSA Status: Nonexempt

GENERAL CLASS DESCRIPTION: Positions in this classification perform a wide range of preventive maintenance, diagnostic and repair work on all types of City vehicles and motorized equipment. Work involves assessing priorities and work load of vehicle repairs and preventive maintenance; assigning and overseeing the work of lower level mechanics; performing varied automotive diagnostic, repair and replacement duties; and performing administrative duties relating to shop productivity and vehicle records maintenance. Works under the general supervision of the Public Works Supervisor, Deputy Director or Director of Public Works.

ESSENTIAL JOB FUNCTIONS:

The following duties are typical for this classification. Not all the listed duties may be required and other duties may be required or assigned.

- Assesses needs and priorities for vehicle repair, servicing and maintenance.
- Assesses equipment needs and makes budget recommendations.
- Distributes work among self and lower level mechanics based upon complexity, needs and priorities.
- Performs preventive maintenance, diagnoses, repair and replacement work on all types of City vehicles and motorized equipment, to include engine overhauls and welding work.
- Performs Maryland state vehicle inspections.
- Performs a variety of administrative duties in support of shop activities to include ordering vehicle parts; maintaining records of repairs and maintenance work; preparing vehicle maintenance reports; and recommending equipment needs and specifications to the Director.
- Provides supervision, technical guidance and oversight to lower level mechanics. Assigns work to lower level mechanics. Performs a variety of preventive maintenance duties such as changing oil, testing and charging batteries, and greasing motorized equipment and vehicles.

KNOWLEDGES, SKILLS AND ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS.

Technical Knowledge:

- Thorough knowledge of the administrative and record keeping procedures associated with program activities.
- Considerable knowledge of preventive maintenance requirements and procedures for motorized equipment and vehicles.
- Considerable knowledge of the techniques and procedures for diagnosing and repairing engine, and mechanical systems and parts in motorized equipment and vehicles.

- General knowledge of risks and safety precautions for assigned duties.

Physical Requirements:

- Ability to operate diagnostic equipment and mechanics tools and hand tools.
- Ability to lift heavy objects in removing and replacing vehicles parts.

Language Ability & Interpersonal Communications:

- Ability to read vehicle/equipment operating, maintenance and repair manuals, and work orders.
- Ability to follow oral and written instructions.

Environmental Adaptability

- Work is predominantly performed in an equipment repair shop. Occasionally performs work outdoors which requires ability to work in varying weather conditions.

ACCEPTABLE TRAINING AND EXPERIENCE

Graduation from high school with additional vocational training in vehicle maintenance and repair. Requires a minimum of 5 years of experience performing preventive maintenance, diagnoses and repairs on varied equipment and vehicles; or any equivalent combination of training and experience which provides the required knowledges, skills and abilities.

Additional Requirements: Requires a valid Commercial Driver's license with airbrake endorsement; and Maryland State Inspection Certification.

College Park is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.