

City of Imperial Beach
POSITION DESCRIPTION

Title: Fleet Supervisor
Department: Public Works
Division: Fleet

GENERAL PURPOSE

Under general direction, to tune up, service and make major mechanical repairs to automotive, construction, and other power-driven and mechanical equipment; to control all City shop activities and supervisor subordinate personnel; and to do related work as required.

SUPERVISION RECEIVED

Works under the general supervision of the Public Works Superintendent.

SUPERVISION EXERCISED

Supervises the Mechanic II, part-time/temporary positions, and/or volunteers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Schedules, assigns, and supervises all the repair work of the City Shop; inspects motorized and mechanical equipment; diagnoses trouble and determines the extent of necessary repairs and assigns to subordinates for repair; overhauls, repairs and adjusts engines; adjusts valves; replaces, fits and adjusts pistons, ring bearings; replaces rods and gears; wires and reconditions electrical systems; repairs and replaces such other components as generators, distributors, relays lights and switches; relines and adjust brakes; overhauls hydraulic, booster and vacuum systems; installs axles; performs machines shop work incidental to mechanical repairs; requisitions and obtains replacement parts; trains subordinates to do a wide variety of tasks; recommends on purchase of equipment; keeps extensive records and prepares reports.

PERIPHERAL DUTIES

Serves as a member of various employee committees, as assigned.

DESIRED MINIMUM QUALIFICATIONS

Education & Experience

Equivalent to graduation from high school; and four (4) years of recent journeyman mechanical experience in the overall repair of heavy duty trucks, road construction equipment, automotive and heavy and light power-driven equipment.

KNOWLEDGE OF

Knowledge of the tools, equipment, and procedures used in overhaul, repair, and adjustment of vehicles and equipment, heavy construction equipment and light automotive equipment; fuel, ignition, electrical, and cooling systems and their repair and adjustment. The operation and care of internal combustion engines both gas and

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diesel; welding, chassis, parts, and replacement; supply and equipment sources and evaluative techniques.

ABILITY TO

Ability to make mechanical repairs to a variety of city owned motor equipment; demonstrate skill in the use of shop tools, such as drills, pressers, grinders, and reamers and in diagnosing motor troubles; supervise and train shop personnel. Keep records and make reports.

SPECIAL REQUIREMENTS

Valid state driver's license or ability to obtain one by the first day of employment.

TOOLS AND EQUIPMENT

Motorized vehicles for driving purposes; any tools and equipment appropriate to fleet management activities; personal computer, including Microsoft for word and spreadsheets, calculator; copy and fax machines; telephone, mobile or portable radio.

PHYSICAL DEMANDS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in outdoor settings. (Garage)

While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to sit; climb; or balance; stoop, kneel, crouch, or crawl; talk or hear and smell.

The employees must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision; distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and high precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock and vibration.

The noise level in the work environment is usually moderate to loud.