

## CITY OF OVERLAND PARK POSITION DESCRIPTION

<b>TITLE:</b>	Assistant Supervisor, Public Works Fleet Maintenance	<b>BAND/LEVEL:</b>	Tech IV
<b>DEPARTMENT:</b>	Public Works	<b>JOB NO:</b>	7280
<b>DIVISION:</b>	Fleet Maintenance	<b>DATE:</b>	12/16/2012
<b>REPORTS TO:</b>	Supervisor, Public Works Fleet Maintenance	<b>FLSA STATUS:</b>	NE
<b>FULL-TIME: xx</b> _____	<b>PART-TIME:</b> _____	<b>TEMPORARY:</b> _____	<b>COST CENTER:</b> 341

**REPLACES:** Asst. Supv., Public Works Fleet Maintenance

**DATE:** 6/3/2012

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### **JOB SUMMARY STATEMENT:**

Supervises, trains and participates in the work performed at one of the Public Work's fleet maintenance shop facilities. Serves as lead mechanic and performs complex mechanical and electrical repairs to cars, trucks, heavy equipment and specialized fire and ambulatory rigs. Assists the Supervisor, Public Works Fleet Maintenance in the overall planning, coordination and daily operations of fleet maintenance work assigned to the Public Works Department. Develops work plans, task schedules, allocation of resources, work documentation and ensures work quality standards are met. Coordinates work performed by outside vendors. Serves as Acting Supervisor in the absence of the Supervisor, Fleet Maintenance. Participates in snow removal operations as required.

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### **DUTIES AND RESPONSIBILITIES:**

1. Supervises and participates in the work performed at one of the Public Work's fleet maintenance shop facilities. Trains assigned personnel in safety, proper equipment use, and general work procedures. Assesses skills and training needs to aid in their development. Assists the Supervisor, Public Works Fleet Maintenance in the overall management of the Fleet Maintenance Section. Provides input on employee performance reviews, promotions and disciplinary actions.
2. Develops plans and work schedules for assigned fleet maintenance work. Determines personnel, equipment and material resources needed to complete tasks and coordinates with the Fleet Maintenance Supervisor to ensure work is completed in an efficient manner and work quality standards. Coordinates work performed by outside vendor.
3. Performs complex repairs on various light and heavy duty fleet vehicles including construction equipment, fire and ambulatory rigs. Uses computerized tools to analyze and correctly diagnose vehicle operation problems of the more difficult nature. Makes recommendations on contracting out of maintenance and/or repair work. Coordinates and ensures work assigned to vendors is properly performed.
4. Serves as the Division's lead mechanic for fleet maintenance of Fire Department vehicles, including fire trucks and ambulances. Stays current on NFPA vehicle maintenance requirements and procedures. Diagnoses and performs repairs on specialized areas of firefighting equipment such as water pumps, aerial ladders, emergency response attenuators and ambulatory patient care systems. Assists the Fleet Maintenance Supervisor in maintaining positive relationships with all customers and balancing service expectations with available resources.
5. Assists in responding to inquiries and complaints regarding fleet maintenance and/or repair work assigned. Uses tact and professionalism in responding to inquiries, complaints or customer service requests.
6. Facilitates and participates in various problem-solving teams when assigned. Participates in committees and study groups when required.
7. Acts as the Fleet Maintenance Supervisor in his/her absence. Exercises authority to sign invoices and leave requests while serving as Supervisor. Makes work-related decisions as required.
8. Participates in snow & ice control operations as required. Assists in development of snow and ice control procedures, personnel training and plan documentation.
9. Performs other duties as assigned.

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10. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with whom interaction is required to accomplish work and employer goals.
11. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time, and scheduled work breaks, where applicable.

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## GENERAL QUALIFICATIONS

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### **EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:**

Basic education with technical training in the maintenance and repair of gas or diesel powered equipment, welding, hydraulics, computerized engine management systems or equivalent experience. Possession of a valid Class A commercial drivers' license with air brakes and tanker endorsements. Must maintain an insurable driving record.

EPA certified in automotive AC; OSHA certified in commercial tire service; Automotive Service Excellence (ASE) certified in medium/heavy duty brakes, preventive maintenance, and electrical. Emergency Vehicle Technician (EVT) certified in Fire Apparatus and Ambulance with Level One certification within one year from date of hire and Level Two certification within two years from date of hire. EVT Master Level certification preferred

**EXPERIENCE:** Three years of fleet maintenance experience with additional supervisory experience preferred.

### **SKILLS:**

1. Welding
2. Engine repair
3. Equipment repair
4. Manual dexterity.
5. Ability to work independently.
6. Working knowledge of all machines and equipment in the work area.
7. Good oral and written communication skills
8. Project management skills
9. Time management skills
10. Supervisory skills
11. Good listening skills
12. Ability to read and comprehend
13. Ability to facilitate meetings
14. Ability to prioritize work
15. Good computer application skills
16. Basic mechanic aptitude
17. Operation of heavy and light equipment
18. Ability to use automated work management system

### **MENTAL REQUIREMENTS:**

1. Diplomacy and judgment
2. Ability to assess situation and use judgment in responding
3. Ability to work under distracting conditions
4. Ability to adapt to changing environment
5. Mechanical aptitude
6. Electronic/electrical aptitude
7. Concentration
8. Ability to analyze safety situations
9. Ability to recognize and protect confidential information
10. Ability to analyze problems and recommend possible solutions
11. Alpha and numeric recognition

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12. Ability to prioritize multiple tasks
13. Ability to meet deadlines
14. Ability to train and guide others
15. Ability to read and interpret blueprints and write specifications
16. Ability to read and comprehend federal, state, and local policies and regulations

**PHYSICAL REQUIREMENTS:**

1. Ability to drive/operate City vehicles.
2. Work in environment with high noise levels.
3. Ability to operate various tools and equipment necessary for the repair and maintenance of vehicles and machinery.
4. Visual stamina and acuity to detect defects in parts and equipment.
5. Hand and eye coordination adequate to operate power tools and equipment safely and effectively.
6. Exposure to temperature extremes
7. Exposure to fumes and noise
8. Ability to work at heights up to 40 feet
9. Ability to be attentive for long periods of time
10. Mobility to visit all work sites within the City of Overland Park
11. Visual stamina and acuity adequate to review alpha/numeric data
12. Ability to distinguish colors
13. Ability to distinguish smells
14. Ability to work in confined spaces

**SEE ESSENTIAL FUNCTIONS BELOW FOR ADDITIONAL PHYSICAL REQUIREMENTS**

**SUPERVISORY RESPONSIBILITY (Direct & Indirect):**

Equipment Mechanics  
 Parts Clerks  
 Fleet Analyst

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

**ESSENTIAL FUNCTIONS**

ACTIVITY	DURATION	DESCRIPTION
Standing	Constant	level surface; primarily concrete surface
Walking	Frequent	level surface; primarily concrete surface
Sitting	Occasional	
Driving	Occasional	vehicles (standard and automatic transmission); forklift
Bending	Frequent	various postures required to complete requirements
Stooping	Frequent	various postures required to complete requirements
Twisting	Frequent	various postures required to complete requirements
Kneeling	Up to Frequent	various postures required to complete requirements
Squatting	Up to Frequent	various postures required to complete requirements
Crawling	Occasional	various postures required to complete requirements
Stairs	Occasional	
Ladders	Occasional	4 foot & 8 foot ladder

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LIFTING	WEIGHT	HEIGHT	FREQUENCY	DURATION	DESCRIPTION
Absorbent material	25 lbs.	0-50 inches	variable	occasional	two hand lift
Air compressor	35 lbs.	0-55 inches	variable	occasional	two hand lift
Hub	58 lbs.	24-0 inches	variable	occasional	two hand lift
Brake Drum	112 lbs.	0-24 inches	variable	occasional	two hand lift
Miscellaneous tools	0-10 lbs.	0-60 inches	variable	frequent	one or two hand lift

*\* This is a list of observed essential functions on one date only that provides a sample range of occupational requirements; there are other items that are required to be lifted as a requirement of this position. Frequencies will be variable and dependent on type of work that is required at given time.*

LIFTING	WEIGHT	DISTANCE	FREQUENCY	DURATION	DESCRIPTION
Absorbent material	25 lbs.	0-100 ft.	variable	occasional	two hand carry
Air compressor	35 lbs.	40 ft.	variable	occasional	two hand carry
Hub	58 lbs.	10 ft.	variable	occasional	two hand carry
Brake Drum	112 lbs.	10 ft.	variable	occasional	two person carry
Miscellaneous tools	0-10 lbs.	100 ft.	variable	frequent	one or two hand carry

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PUSHING	FORCE	FRQUNCY/DUR	DESCRIPTION
Air compressor vacuum / charger	18.5 lbs.	occasional	horizontal force; two hand push
Tire from ground level	38 lbs.	occasional	vertical force; two hand push
Torque required to utilize tools	variable	variable	one or two hand requirement

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PULLING	FORCE	FRQUNCY/DUR	DESCRIPTION
Air compressor vacuum / charger	18.5 lbs.	occasional	horizontal force; two hand pull
Torque required to utilize tools	variable	variable	one or two hand requirement

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REACHING	DURATION	DESCRIPTION
Below Knee Height	frequent	type of job dependent
Below Waist Height	frequent	type of job dependent
Forward > 2 Feet	frequent	type of job dependent
Above Shoulder Height	frequent	type of job dependent
Lateral Reach	frequent	type of job dependent

*\* Duration is rated on highest observed required level of performance; certain requirements may be at a lesser level.*

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FINE MOTOR	DURATION	DESCRIPTION
Gripping	frequent	type of job dependent
Pinching	frequent	type of job dependent
Wrist Flexion & Extension	frequent	type of job dependent
Wrist Lateral Deviations	frequent	type of job dependent
Pronation & Supination	frequent	type of job dependent

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*Duration is rated on highest observed required level of performance; certain requirements may be at a lesser level.*

**Proprioception Requirements:** Mechanics are required to be able to identify / assemble / disassemble items (nuts, bolts, washers, etc.) with bilateral hands / fingers without having a direct line of site to the item.