



**CITY OF OVERLAND PARK
POSITION DESCRIPTION**

TITLE:	Supervisor, Public Works Fleet Maintenance	BAND/LEVEL:	MGMT II
DEPARTMENT:	Public Works	JOB NO:	2910
DIVISION:	Fleet Maintenance	DATE:	03/06/2017
REPORTS TO:	Manager, Maintenance Operations	FLSA STATUS:	EX
FT/PT/SEA:	Full-time	COST CENTER:	341
REPLACES:	Supervisor, Public Works Fleet Maintenance	LAST REVISED DATE:	12/16/2012

JOB SUMMARY STATEMENT:

Oversees Public Works Fleet Maintenance section. Supervises the work and professional development of fleet maintenance staff. Plans and executes the repair and maintenance of assigned city vehicles. Develops recommended fleet management practices. Manages the collection of fleet data and inventory control of vehicle parts, work tools and equipment. Performs analytical assessment of fleet maintenance practices and replacement needs. Supervises the centralized operation of fuel and washing facilities for city vehicles. Prepares technical specifications and administers the purchasing of vehicles, operating supplies and services. Effectively communicates and coordinates fleet section activities with internal and external customers. Participates in emergency management operations as required.

DUTIES AND RESPONSIBILITIES:

1. Supervises skilled mechanics and technical support staff. Establishes performance objectives, appraises performance, develops training plans and recommends and administers disciplinary actions.
2. Trains and mentors staff. Oversees the development of mechanics to be proficient in diagnosing vehicle operating problems and making effective repairs.
3. Plans, prioritizes and assigns vehicle maintenance and repair work. Effectively coordinates vehicle maintenance and repair work to optimize customer use availability.
4. Evaluates fleet maintenance outsourcing needs and establishes cost effective outsourcing practices.
5. Oversees the maintenance and operation of the City's fuel supply and car washing systems for vehicles.

6. Oversees the collection and upkeep of fleet management data. Ensures effectiveness of fleet management activities by conducting analytical assessments of collected data and development of formal reports.
7. Supervises the procurement and inventory control of vehicle parts, tools and equipment. Administers the purchasing of goods and services to meet work needs and in accordance to City policy.
8. Develops proposals and recommendations for short and long range fleet management strategies, including vehicle replacement scheduling.
9. Inspects work as needed to ensure time schedules and work quality standards are being met. Initiates corrective actions to resolving problems.
10. Develops technical specifications and administers bids to purchase goods and services, including unique complex equipment and heavy duty trucks. Coordinates the delivery schedule of outsourced purchases with vendors and oversees their quality control inspection and final acceptance.
11. Responsible for the equipment and tools assigned to the fleet section. Ensures tools and equipment are properly maintained, accounted for and used in a safe manner.
12. Assists in the development of the Fleet Sections annual expense budget. Maintains annual fleet expenses to budgeted levels as directed.
13. Responsible for promoting a positive work environment and a culture of customer service among fleet staff.
14. Participates in the recruiting of staff. Makes staffing recommendations, assists in the development of job descriptions, participates in job interviews.
15. May be assigned to act as Superintendent, Public Works - in his/her absence.
16. Must work the days and hours necessary to communicate with subordinates, supervisors, customers, vendors and other persons or organizations with whom interaction is required to accomplish the City's work needs. Must be available during the winter months to participate in snow operations as directed.
17. 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.
18. Other duties as assigned.

GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

- High school diploma.
- 2 years of college level coursework in business, finance, engineering or related field, or; equivalent job related training such as accredited certifications in fleet management, fleet shop management, asset management, automotive and/or diesel repair supervision.
- Possession of a valid Class A commercial driver's license for fifth wheel, with air brake endorsement.
- Must maintain an insurable driving record.

EXPERIENCE:

- 5 years' experience in the maintenance and repair of gas and diesel powered vehicles or heavy equipment, preferred.
- 2 years of supervisory experience in the automotive/heavy equipment repair field; or an equivalent level of education and work experience.

SKILLS:

1. Good oral and written communication skills
2. Analytical skills
3. Attention to detail
4. Basic mathematical and accounting skills
5. Computer software skills in word-processing and spreadsheets
6. Facilitation skills
7. Human Relations/Interpersonal skills
8. Project Management skills
9. Supervisory skills
10. Time Management skills
11. Good listening skills

MENTAL REQUIREMENTS:

1. Diplomacy and judgement
2. Ability to meet deadlines
3. Ability to recognize and protect confidential information
4. Ability to prioritize multiple tasks
5. Ability to read and comprehend federal, state, and local policies and regulations
6. Ability to carry out assignments through oral and written instructions
7. Ability to work independently
8. Ability to work in hectic environment with many interruptions
9. Ability to learn and understand computer software applications
10. Alpha and numeric recognition
11. Mechanical aptitude
12. Ability to analyze safety situations
13. Ability to analyze problems and recommend possible solutions
14. Ability to train and guide others
15. Ability to read and interpret blueprints and write specifications

PHYSICAL REQUIREMENTS:

1. Ability to reach, stand, bend and stoop
2. Ability to make and receive phone calls
3. Ability to operate City vehicles
4. Ability to operate power and/or hand tools
5. Hand and eye coordination adequate to input computer and typewriter
6. Exposure to temperature extremes
7. Exposure to chemicals, fumes, dust and smoke
8. Exposure to loud noises
9. Ability to distinguish smells

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

- Direct:
 - Equipment Mechanics
 - Fleet Analyst
 - Inventory Control Clerk
 - Assistant Fleet Supervisor

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.