

## **CITY OF MARGATE, FLORIDA JOB DESCRIPTION**

**JOB TITLE: FLEET SUPERVISOR (Job Code 474).**

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### **GENERAL STATEMENT OF JOB**

Under limited supervision, performs technical, supervisory and administrative work directing the operation of the entire City fleet of vehicles and equipment. Review work of subordinates for completeness and accuracy. Reports to the Maintenance Superintendent.

### **ESSENTIAL FUNCTIONS**

The following duties and functions, as outlined herein, are intended to be representative of the type of tasks performed within this position. They are not listed in any order of importance. The omission of specific statements of the duties or functions does not exclude them from the position if the work is similar, related, or a logical assignment for this description. Other duties may be required and assigned.

Supervises the operation of Fleet Services, assigns caseloads and establishes work schedules, directs and supervises duties of assigned staff. Participates in the hiring, disciplinary action, and dismissal of employees when required.

Review the work of subordinates for completeness and accuracy, evaluates and makes recommendations as appropriate, offers advice and assistance as needed.

Maintains records of operation and reports on the status of all projects.

Trains employees in various technical skills used in fleet maintenance.

Evaluates fleet operations, makes recommendations to the City Maintenance Superintendent regarding potential changes in policy and procedures to improve the effectiveness and efficiency of operations.

Makes recommendations for all City vehicles and heavy equipment purchases and repairs. Assists Purchasing Department in preparing bids and specifications for all new equipment.

Supervises the diagnosis of vehicle problems, the completion of mechanical repairs and the maintenance of all vehicles owned and operated by the City, whether repaired in-house or by outside vendors.

Prepares bills and invoices as prescribed by City policy.

Maintains an inventory of necessary equipment and supplies, prepares requisitions for approval. Maintains inventory of hurricane emergency equipment and supplies, as well as the emergency generators.

Oversees the collection and proper storage or disposal of hazardous waste as they relate to garage operations.

Provides technical assistance to various City Divisions.

### **MINIMUM TRAINING AND EXPERIENCE**

Requires High School Diploma, or GED with additional schooling in automobile maintenance and repair with a degree or certificate of completion. A Minimum of ten (10) years of automotive mechanic experience in gas, diesel, and heavy equipment diagnosis, service and repair supplemented by three to five years of progressively responsible experience in fleet maintenance and management, or an equivalent combination of training and experience that provides the required knowledge, skills and abilities. Must possess and maintain a Class "A" CDL state driver's license. Designated professional certifications helpful but not essential.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

Physical Requirements: Must be physically able to operate a variety of machines and equipment including vehicles, tractors, trucks, computer, mechanical repair equipment and hand tools, telephone, etc. Must be able to exert up to thirty pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Daily duties are in excess of sedentary job, must be able to stay on feet for long periods of time and perform manual tasks. Must be able to lift and/or carry weight of fifty to eighty (50-80) pounds.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, or composite characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving and receiving instructions, assignments and/or directions. Requires the ability to convey a sense of authority through spoken language.

Language Ability: Requires ability to read a variety of policy and procedure manuals, operating instructions, computer manuals, technical reports and correspondence, etc. Requires the ability to prepare reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control and confidence. Requires the ability to read standard English.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists, to interpret a variety of instructions furnished in written, oral, diagrammatic or schedule form, to learn and understand relatively complex principles and techniques, to make independent judgments in absence of supervision, to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow and give verbal and written instructions, to counsel and teach employees. Must be able to communicate effectively and efficiently in a variety of technical and/or professional languages including mechanics, electrical repair, accounting and others used within the parameters of the job.

Numerical Aptitude: Requires the ability to add, subtract, multiply and divide; calculate decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately.

Manual Dexterity: Requires the ability to lift heavy items. Must have high levels of eye/hand/foot coordination for performing aquatic activities.

Color Discrimination: May require the ability to differentiate between colors or shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with emergency, unusual or dangerous situation, or in situations in which working speed and sustained attention are make or break aspects of the job. The worker may be subject to danger or risk to a certain degree.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging information by means of spoken words; hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed with exposure to adverse environmental conditions.

Quality of work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that

occur in areas of responsibility. Maintains high quality communication and interaction with all City departments and divisions, co-workers and the public.

Quantity of Work: Performs described “Specific Duties and Responsibilities” and related assignments efficiently and effectively in order to produce quantity of work which consistently meets standards and expectations of the City.

Dependability: Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, City policy, standards and prescribed procedures. Remains accountable to assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends and remains at work regularly and adheres to City policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off request.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with City policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within the City.

Relationships with Others: Shares knowledge with managers, supervisors and staff for mutual and City benefit. Contributes to maintaining high moral among all City employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, representatives from organizations, and the public so as to maintain good will toward the City and to project a good City image. Tactfully and effectively handles request, suggestions and complaints from other departments and persons in order to maintain good will within the City. Emphasizes the importance of maintaining a positive image within the City. Interacts effectively with higher management, professionals and the public.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids

duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule according. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the City and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

Planning: Plans, directs and uses information effectively in order to enhance activities and production of the department. Knows and understands the expectations of the City regarding the activities of the department and works to see that these expectations are met. Designs and formulates ways, means, and timing to achieve the goals and objectives of the department and the City. Within constraints of City policy, formulates appropriate strategy and tactics for achieving departmental and City objectives. Effectively and efficiently organizes, arranges and allocates manpower, financial and other designated resources to achieve the goals and objectives of the department and the City.

Organizing: Organizes work and that of subordinate staff well. Ensures that staff members know what results are expected of them and that they are regularly and appropriately informed of all City and department matters affecting them and/or of concern to them.

Staffing: Works with the Personnel Department, and upper management where appropriate, to select and recommend employment of personnel for the department who are qualified both technically and philosophically to meet the needs of the department and the City. Personally directs the development and training of department personnel ensuring that they are properly inducted, oriented and trained.

Leading: Provides a work environment which encourages clear and open communications. Has a clear and comprehensive understanding of the principles to be applied. Provides adequate feedback to staff so they know whether their performance levels are satisfactory. Commends and rewards employees for outstanding performance yet does not hesitate to take disciplinary action when necessary. Exercises enthusiasm in influencing and guiding other toward the achievement of City goals and objectives.

Controlling: Provides a work environment which is orderly and controlled. Coordinates, audits, and controls manpower and financial resources efficiently and effectively. Has a clear and comprehensive understanding of City standards, methods and procedures.

Decision Making: Uses discretion and judgment in developing and implementing courses of action affecting the department. When a particular policy, procedure or strategy does not foster the desired result, moves decisively and explicitly to develop and implement alternatives.

Creativity: Regularly seeks new and improved methodologies, policies and procedures for enhancing the effectiveness of department and City. Employs imagination and creativity in the application of duties and responsibilities. Is not averse to change.

Human Relations: Strive to develop and maintain good rapport with all staff members. Considers their suggestions and complaints and responds appropriately. Maintains the respect and loyalty of staff.

Policy Implementation: Has a clear and comprehensive understanding of City policies regarding the department and City function. Adheres to those policies in the discharge of duties and responsibilities and ensures the same from subordinate staff.

Policy Formulation: Keeps abreast of changes in operating philosophies and policies of the City and continually reviews department policies to ensure that any changes in City philosophy or practice are appropriately incorporated. Also understands the relationship between operating policies and practices and department morale and performance. Works to see that established policies enhance same.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

Comprehensive knowledge of the terminology, tools, materials and practices involved in fleet operation;

Comprehensive knowledge of preventive maintenance procedures and techniques;

Comprehensive knowledge of practices and procedures as related to the operations of a large repair and maintenance garage for light and heavy duty motorized equipment;

Good knowledge of equipment maintenance and repair;

Good knowledge of occupational hazards and safety precautions;

Ability to supervise and coordinate the work of subordinates in a manner conducive to full performance and high morale;

Ability to keep accurate records and to prepare and submit reports on operational and administrative matters;

Ability to express ideas clearly and concisely, orally and in writing;

Ability to estimate costs in terms of labor, supplies, and equipment;

Ability to diagnose defects in automotive equipment, and to instruct others in approved techniques for correcting defects;

Ability to plan, direct, and supervise the work of a moderately large staff of mechanics and other skilled and unskilled personnel;

Knowledge of alternative fuel systems.

Operates a computer, calculator and various types of light and heavy trucks and construction equipment, uses various hand and power tools associates with the repair and maintenance of motor vehicles;

Duties require climbing, bending, crawling and stretching.

### **EQUAL OPPORTUNITY EMPLOYER**

The City of Margate, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Margate will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

I have read and acknowledge receipt of this Job description.

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Employee Name and Signature

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Date