



<b>Job Title</b>	<b>Fleet Service Supervisor</b>	<b>FLSA Status</b>	<b>Exempt</b>
<b>Band</b>	<b>SUP</b>	<b>Probationary Period</b>	<b>12 Months</b>
<b>Zone</b>	<b>3</b>	<b>Job Code</b>	<b>16005</b>

### Class Specification – Fleet Service Supervisor

**Summary Statement:**

The purpose of this position is to supervise, assign, review and participate in the work of staff responsible for making repairs to assigned City fleet vehicles; to ensure work quality and adherence to established policies and procedures; and to perform the more technical and complex tasks relative to assigned area of responsibility.

<b>Essential Functions</b>	Note: Regular and predictable attendance is an essential function in the performance of this job.
<b>Time %</b> <small>(All below must add to 100%)</small>	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
40%	Plans, prioritizes, assigns, supervises reviews, inspects, and participates in the work of staff and outside contractors responsible for making repairs to assigned City fleet vehicles. Participates in the development of policies and procedures; monitors work activities to ensure compliance with established policies and procedures; makes recommendations for changes and improvements to existing standards and procedures. Performs the more technical and complex repair tasks of the work units. Participates in the selection of technical repair staff; provides or coordinates staff training; works with employees to correct deficiencies; and implements discipline procedures.
40%	Performs detailed inspections of assigned vehicles to determine extent of repairs; recommends appropriate repair and replacement procedure; and determines method of repair and order of activities. Completes and processes a variety of internal and external documentation including work orders, billing statements, hazardous materials records, and personnel-related forms; and submits to appropriate City groups. Selects and purchase parts, equipment, and supplies from outside vendors; selects outside repair service providers as needed for highly advanced or time consuming repair work; and ensures that all City purchasing procedures are followed.
20%	Maintains and updates a variety of files and records; and ensures that all records are maintained in accordance with mandated requirements. Maintains current knowledge on mandated health and safety regulations; and ensures all work and materials comply with these regulations.



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**Competencies Required:**

**Human Collaboration Skills:** Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.

**Reading:** Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

**Math:** Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

**Writing:** Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

**Technical Skills Required:**

**Skilled in a Technical Field:** Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.

**Relevant Background and Formal Education:** Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

**Education:** Equivalent to the completion of the twelfth grade (high school diploma or GED) supplemented by additional specialized training in automotive repair, welding, and other specialized technical fields.

**Experience:** Five years of full-time responsible automotive and heavy equipment repair experience including one year of administrative or lead supervisory responsibility.

**Education and Experience Equivalency:**

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.



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Additional appropriate education may be substituted for the minimum experience requirements.

**Certifications and Licenses:** Must possess or be able to acquire the following certifications and/or licenses.

Colorado Class A	Upon hire
Automotive Service Excellence (ASE) Master Certification	Upon hire
Certifications required in accordance with standards established by departmental policy.	

**Supervision Exercised:**

Work requires supervising and monitoring performance for a regular group of employees or department including providing input or hiring/disciplinary actions and work objectives/effectiveness, performance evaluations, and realigning work as needed. A first line supervisor typically performs these functions.

**Supervision Received:**

Receives General Direction: This job title normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.

**Fiscal Responsibility:**

This job title does research for documents, compiles data for computer entry, and/or enters or oversees data entry. Has responsibility for monitoring budget/fiscal expenditures (typically non-discretionary expenditures) for a work unit of less than department size (programs, activities, projects or small organizational units) or responsibility for fiscal management of capital project(s).

**Physical Demands:**

Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly

**Environmental Conditions**

Primary Work Environment

**Frequency**

Office Environment and Warehouse



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Extreme Temperature	Seasonally
Wetness and Humidity	Seasonally
Respiratory Hazards	Several Times per Week
Noise and Vibrations	Several Times per Week
Physical Hazards	Daily
Mechanical and/or Electrical Hazards	Frequently
Exposure to Communicable Diseases	Rarely

**Machines, Tools, Equipment, and Work Aids:** Computer, printer, copier, telephone, standard office equipment, basic mechanic hand tools, welders, vehicle lifts, portable jacks, drill presses, metal sheers, metal break, drills and grinders, Snap-On modis for vehicles diagnostics, ProLink for diagnostics, and Cummings Insight for diagnostics.

**Specialized Computer Equipment and Software:** Microsoft Office.

*The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.*

Original Date: October 2014