

CITY OF CARSON
Supervisor, ~~Fleet Equipment~~ Maintenance
CPSA

City Council Reso. No: 20-176
Bargaining Unit:

FLSA: Exempt

CITY OF CARSON

Title: SUPERVISOR - FLEET MAINTENANCE

Job Summary:

Under direction, to manage the work of crews engaged in maintaining motorized equipment and the City's fleet operations.

Essential Duties and Responsibilities:

(These functions are representative and may not be present in all positions in the class. Management reserves the right to add, modify, change or rescind related duties and work assignments.)

1. Plans, organizes, staff, directs, and controls the service and repair of motorized equipment ~~in house and with external vendors and service providers.~~
2. Schedules and assigns crews, and establishes work priorities.
3. Inspects and diagnoses engine, mechanical, and structural problems in motorized equipment.
4. Determines repairs to be made.
5. Supervises and performs major and minor overhauling of equipment.
6. Establishes preventative maintenance schedules.
7. Inspects and tests equipment.
8. Determines requirements for and maintains inventory of spare parts, supplies, materials and disposal of hazardous materials from this operation.
9. Assists in preparation of specifications for equipment.
10. Monitors the care and control of equipment and tools.
11. Supervises, trains and evaluates personnel.
12. Observes and enforces safety regulations.
13. Maintains records and prepares reports on equipment utilization, and status ~~of projects of~~ projects.
14. Assists in budget preparation and monitors budget expenditures in specified areas.
15. Serves on primary emergency response team in case of emergency or disaster in a position assigned by the City Emergency Plan.
16. Performs related duties as required.
17. Operation and maintenance of gasoline, diesel and alternate fueled vehicles and equipment
18. Gather information, compose and submit various government agency reports such as CARB-DOORS, CHP Smog Check, CHP terminal inspection (Exhibit C) and SQAMD surveys

Qualification Guidelines:

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A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

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Education and Experience:

Any combination equivalent to graduation from high school or trade school and approximately six (6) years of full-time paid experience performing maintenance work on motorized equipment including three (3) years of supervisory experience.

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Knowledge of:

- . Principles of supervision and training.
- . Basic record keeping.
- . Inventory control, and ordering of supplies.
- . Methods, materials, tools and equipment employed in the overhaul, repair, and adjustment of motorized equipment.
- . Operation and maintenance of internal combustion engines and diesel engines, chassis, parts, and replacements.
- . Provisions of the California Vehicle Code applying to the operation of vehicles on the highway.
- . Safety and safe work practices.
- . Local, state and federal rules, laws and regulations pertaining to municipal fleet operations particularly commercial applications
- . Computer usage and proficiency with various software and applications, such as: MS Office, IWORQ, Tyler Munis, and Mainstar
- . Operation and maintenance of gasoline, diesel and alternate fueled vehicles and equipment

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Skill and Ability to:

- . Supervise and train personnel.
- . Estimate costs and material needs of work projects.
- . Prepare budget estimates.
- . Maintain records.
- . Make oral and written reports on work activity.
- . Use mechanical tools with skill and safety.
- . Repair a variety of motorized equipment.
- . Develop work schedules.
- . Meet approved minimal physical and medical standards.
- . Demonstrate physical endurance, agility, and strength necessary to perform heavy manual labor.
- . Establish and maintain effective working relationships with others.

License and Certificate:

Possession of ~~the appropriate~~ a valid California ~~Commercial Class A Driver's License~~ and must be insurable by the City's insurance carrier, and any State requirement involving this trade.

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Physical Requirements and Working Conditions:

Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis. Positions in this class normally:

- Require the mobility to stand, stoop, reach and bend.
- Require the ability to stand for long periods.
- Perform work which involves the frequent lifting, pushing and/or pulling of ~~objects~~ ~~which~~ objects, which may approximate 75 pounds and may occasionally weigh up to 100 pounds.
- May be required to work in inclement weather without effective protection from sun, cold and rain.
- May be required to work with harsh and toxic substances.
- May be required to wear protective apparel including goggles, face protectors, aprons, shoes and oxygen breathing apparatus.

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Physical Requirements and Working Conditions:

- May be required to work within enclosed spaces or at heights above ground level.
- May be required to work around loud noise.
- May be required to work around moving mechanical parts.
- May be required to work around electrical current.