

SAN DIEGO COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: FLEET SERVICES SUPERVISOR (Grade 61)

DEFINITION:

Under general direction, the Fleet Services Supervisor coordinates, organizes and plans the activities of the automotive fleet services unit, including vehicle maintenance, repair and operations for the transportation section of the Maintenance and Operations Department.

REPRESENTATIVE DUTIES:

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

ESSENTIAL FUNCTIONS:

Supervises and participates in the inspection, trouble-shooting and overhauling of all County Office vehicles, including but not limited to: automotive engines, transmissions, electrical and cooling systems and other related components.

Diagnoses and performs minor and major repair work.

Supervises and assigns the work of automotive service workers and mechanics.

Trains assigned staff.

Complies with all new and existing state laws that apply to vehicle maintenance and transportation.

Oversees the preventative maintenance and safety checks of the Department's vehicles.

Renders emergency road service.

Performs safety inspections of Class I and II buses.

Assists in the assignment of Departmental vehicles.

Schedules vehicles for special transportation needs.

Writes specifications for the purchase of new vehicles and equipment; adequate supplies.

Keeps daily records of gasoline and oil used, services performed and repairs made.

Prepares vehicle maintenance, incident and inspection reports.

Complies with requirements of regulatory agencies.

Enters, updates and retrieves information from a computerized recordkeeping system.

Participates in the selection of assigned staff.

Provides input regarding the evaluation of assigned staff.

NON-ESSENTIAL FUNCTIONS:

Performs minor body repair work.

Makes recommendations for annual replacement of vehicles.

Prepares accident reports involving County Office vehicles for damages resulting from accidents.

Obtains estimates for body work.

Orders replacement parts and maintains

Monitors budget expenditures.

Assists in the preparation of annual department budget.

Represents the County Office in traffic court and accident investigations.

Performs related duties as required.

CREDENTIALS, CERTIFICATES, LICENSES OR OTHER REQUIREMENTS:

A California Class C driver license and proof of automobile insurance are required at the time of appointment. A current Department of Motor Vehicles driving record of traffic citations and accident involvement, if any, must be submitted and updated annually.

EDUCATION AND EXPERIENCE:

Education, training and experience which clearly demonstrate possession of the knowledge and abilities detailed below. A typical qualifying experience would include: completion of advanced vocational training in automotive mechanics, and a minimum of two years' experience performing lead responsibilities in a garage/transportation unit providing full services to fleet vehicles, including cars, trucks, buses and motor homes.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Substantial training and experience that demonstrates thorough knowledge of: methods, practices, materials and tools of the automotive mechanic trade; operation and repair characteristics of a wide variety of vehicles; State vehicle laws; safe working practices of automotive repair and maintenance, gasoline and natural gas engines and their operation; hazardous materials regulations and procedures.

Knowledge of supervisory techniques and practices; compliance requirements of appropriate regulatory agencies.

ABILITY TO:

diagnose, repair and service a wide variety of automotive equipment; maintain departmental budgets; develop and prepare a variety of reports; utilize a computerized recordkeeping system; communicate effectively orally and in writing; establish and maintain effective working relationships with all levels of staff.

WORKING CONDITIONS & PHYSICAL ABILITIES:

This assignment spends time indoors and outdoors with the majority of time spent in a garage environment.

Must be able to: see to read, drive and perform assigned duties; hear and speak to exchange information in person, and on the telephone; kneel, stoop, crouch, crawl, bend at the waist, reach overhead, above the shoulders and horizontally, to retrieve and store supplies, materials and equipment and perform mechanical duties; lift and carry objects weighing up to 50 lbs.; sit or stand for extended periods of time; possess dexterity of hands and fingers to operate equipment.

Established	Revised	Approved by Personnel Commission	FLSA Status	Salary Range
11/11/1982	07/96, 12/99, 9/09, 12/17	11/11/1982	Non-Exempt	Classified Support Grade 61