

DIRECTOR OF FLEET SERVICES, 3535

Summary of Duties : Directs, through subordinate supervisors, the repair and maintenance of a fleet of automotive, construction, and auxiliary equipment; and does related work.

Distinguishing Features : Under the direction of an Assistant General Manager, a Director of Fleet Services is responsible for the administration and operation of the Fleet Maintenance and Repair Division of the Department of General Services or comparable facility. An employee in this class receives direction in the form of broad objectives and is evaluated in terms of results obtained. A Director of Fleet Services assists in the formulation of policies and procedures and is responsible for implementing these policies and procedures to achieve the desired objectives. An employee in this class is responsible for assigning personnel and equipment, determining job priorities, making studies and recommendations concerning the improvement of methods and equipment, and assuring that work is done efficiently.

Examples of Duties : Administers the day-to-day work of the Fleet Maintenance and Repair Division of the Department of General Services or comparable facility; directs through subordinate supervisors the repair and maintenance of a fleet of automobiles, trucks, and auxiliary equipment; supervises the development and reviews the effectiveness of maintenance and preventive maintenance schedules, servicing and repair procedures and standards, and cost controls for vehicles and construction equipment repair and maintenance; determines the efficiency of fleet repairs by personal inspection of the work, review of reports and records and consideration of complaints; prepares specifications and recommends the purchase and assignment of transportation and construction equipment; reviews reports analyzing equipment repair, purchase and usage; confers with department and bureau heads to determine their transportation and vehicle requirements; recommends the purchase and retirement of equipment.

Directs and implements a division-wide safety program; coordinates the training program for employee development and increased efficiency; makes recommendations on the employment and assignment of personnel; directs the preparation of annual budget requests; supervises and participates in the development of administrative and technical reports; confers with sales and manufacturers' representatives and inspects equipment offered for sale or rental.

As a member of management, analyzes and determines impact of employee representatives' proposals on department operations, and fulfills management's affirmative action responsibilities as set forth in the City's Affirmative Action Plan; and may occasionally be assigned to other duties for training purposes or to meet technological changes or

emergencies.

Qualifications : A good knowledge of the operation, repair and servicing of transportation and construction equipment; a good knowledge of effective preventive maintenance practices, methods and operating requirements, types, and uses of transportation and construction equipment; a good knowledge of technological developments and sources of information in the field of fleet operation, repair and maintenance; a good knowledge of laws, ordinances and regulations governing the operations of City transportation and construction equipment; a good knowledge of the principles and practices of public administration, including budget preparation, personnel management, and City purchasing procedures; a good knowledge of hazards involved and safety precautions to be observed in the shop and field activities; a working knowledge of the laws and regulations related to equal employment opportunity and affirmative action; a general knowledge of City personnel rules, policies and procedures; a general knowledge of Memoranda of Understanding as they apply to subordinate personnel; the ability to direct and coordinate the work of a number of organizational units; the ability to deal tactfully and effectively with City officials, employees and the public; the ability to prepare clear and comprehensive reports and complete automotive purchase specifications; the ability to analyze studies, surveys, reports of costs, operating methods, and problem areas and develop appropriate changes and improvements; and the ability to implement new plans, programs, and policies.

Four years of experience in supervising the repair, servicing, or procurement of transportation and construction equipment or the operation of a large fleet of transportation equipment at the level of General Automotive Supervisor is required.

Appointment to this position is subject to a one-year probationary period as provided by Section 109 of the Los Angeles City Charter.

License : A valid California driver's license is required.

Physical Requirements : Strength to perform average lifting of less than 5 pounds and occasionally over 15 pounds; good speaking and hearing ability; and good eyesight.

Persons with handicaps may be capable of performing the duties of this class. Such determination must be made by the medical examiner on an individual basis.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what the duties and responsibilities of any position shall be.