

POLICE FLEET SERVICES SUPERVISOR, 3710

Summary of Duties : Directs or assists in directing the assigning, dispatching and nonrepair servicing of a large fleet of passenger vehicles in the Police Department; and does related work.

Distinguishing Features : The Police Fleet Services Supervisor supervises, coordinates or assists in the coordination of the Fleet Operations Section of the Motor Transport Division of the Police Department. As such, an employee in this class is responsible for all nonmechanical activities of the section and assures that properly equipped and serviced police pool vehicles are available to department personnel wherever the need exists on a 24-hour per day basis. This involves the assigning, scheduling, service, and replacing of police cars, buses, and trucks.

A Police Fleet Services Supervisor through subordinate supervisors directs or assists in direction of servicing and dispatching personnel at the central service station and police building parking lot.

Examples of Duties : Directs the dispatching of appropriately equipped police vehicles from the police building motor pool; directs the fueling and nonrepair service scheduling of all motor vehicles assigned to the police building; directs the operation of an auto laundry and establishes vehicle servicing procedures.

Supervises mileage and vehicle maintenance record; assigns and reassigns police vehicles on the bases of mileage, servicing and repair records and the transportation requirements throughout the Department; reassigns police vehicles to cope with emergencies; tests soaps, waxes, and other supplies and makes recommendations on their purchase; discusses transportation needs with administrative officers and recommends policies and procedures relating to such needs; notifies Salvage Division of new vehicles to be added to the fleet; processes DMV forms required for registration and licensing of vehicles; prepares correspondence listing vehicles to be transferred to Salvage Division for disposal; assists the Director of Police Transportation in preparing of vehicle specifications and requirements; communicates with auto dealerships in regard to purchase of new vehicles; collaborates with the Los Angeles County Sheriff's Department to set up and conduct the annual testing and evaluation of candidate police vehicles; makes judgement decisions regarding the repair or replacement of vehicles, based upon parameters that change with fleet and budget conditions; provides input into and collaborates with the Information Services Department to produce the Police Equipment Cost System (PECS) Management Information System; determines priority of new and reassigned

vehicle assignments and determines which makes, models and colors of vehicles are assigned to various divisions according to their functions; may supervise other motor Transport Division employees engaged in dispatching and other related duties.

Prepares budget recommendations for the Fleet Operations Section; interviews potential employees, recommends their appointment and assigns personnel to positions for which they are most qualified; resolves grievances and recommends disciplinary actions; studies and analyzes operations and prepares special reports to be used by supervisors on matters pertaining to passenger fleet operation and personnel problems; studies new and improved dispatching and servicing methods, materials, and equipment and supervises tests to determine the advisability of adoption and use by the department; and may occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications : A thorough knowledge of the methods and problems involved in dispatching passenger vehicles; a thorough knowledge of the methods and procedures involved in nonmechanical servicing and preventive maintenance of passenger vehicles; a thorough knowledge of the service requirements of police transportation equipment; a thorough knowledge of the operation of vehicle storage garages and service stations; a good knowledge of safety as it relates to the assigning, dispatching and nonrepair servicing of a large fleet of passenger vehicles; a good knowledge of police operation demands upon automotive equipment; a good knowledge of supervisory principles and practices; a good knowledge of the laws and regulations related to equal employment opportunity and affirmative action; a working knowledge of the organization, policies, and procedures of the Police Department which relate to the utilization of transportation equipment; a general knowledge of the Civil Service Commission Rules; a general knowledge of Memoranda of Understanding as they apply to subordinate personnel, the ability to schedule the orderly rotation, servicing and equipping of a large number of police motor vehicles; the ability to plan, layout, supervise and inspect the work of a group of employees engaged in the dispatching and non-mechanical servicing of police transportation equipment; the ability to establish, maintain and interpret mileage, servicing, and repair records for a large fleet or police cars; the ability to make comprehensive reports on fleet operations; and the ability to deal tactfully and effectively with department employees and automotive sales personnel.

Three years of full-time paid experience at the level of Automotive Dispatcher or Senior Garage Attendant or in a class at least at that level that provides experience in dispatching or supervising the non repair servicing of a large fleet of vehicles is required.

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 medical limitations may, with reasonable accommodations, be capable of performing the duties of some of the positions in this class. Such determination must be made on an individual basis in light of the person's limitations, the requirements of the position, and the appointing authority's ability to effect reasonable accommodations to the person's limitations.

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 all of the duties and responsibilities of any position shall be.