

Summary of Duties: Plans, manages and directs through subordinate supervisors, the repair, service, inspection, preventive maintenance, dispatch and operation of a large fleet of transportation and construction equipment including automobiles, trucks, and various types of specialized auxiliary equipment; and performs related work.

Distinguishing Features: A Fleet Services Manager may function as a section head or second level supervisor directing and coordinating the day-to-day activities of a large group of employees assigned to several work units in various geographic locations, engaged in the repair, maintenance, service, dispatch or operation of a large fleet of various types of diesel and gasoline powered vehicles. Employees of this class are responsible for making independent decisions on matters involving the interpretation and implementation of policies and procedures which affect subordinates. The class of Fleet Services Manager is distinguished from the classes of Director of Fleet Services and Equipment Superintendent in that the latter two classes are limited to directing activities of organizations performing primarily maintenance and repair duties only, and do not have responsibility for dispatch or fleet operation functions. An employee in the class of Fleet Services Manager receives direction from management in the form of broad objectives and is evaluated in terms of quality, efficiency and economy of results obtained.

Example of Duties: A Fleet Services Manager plans, coordinates and directs, through subordinate personnel, a large group of employees assigned to various shops performing maintenance, repair, non-repair servicing and lubrication, or, procurement, rental or dispatch activities for various types of transportation and construction equipment including: trucks, trailers, automobiles, tractors, power shovels, pole-dollies, insulator washers, cable stringing equipment, graders, air compressors, winches, cranes, pumps and aerial booms; administers a preventative maintenance program; directs a stores section supplying repair, machine and welding shops engaged primarily in the fabrication and repair of parts for automotive and construction equipment; directs activities involved in the operation of a computerized fleet information system and an automated fueling system;

Furnishes transportation and construction equipment to other divisions; assigns fleet and rental units for maximum efficiency and continuity and adequacy of transportation and construction service; supervises the establishment of schedules, routes, sequence of assignments and consolidation of loads to ensure effective use of operators and equipment;

Reviews reports, sketches, blue prints, and related records; ascertains the need for parts, repairs or other required work; reviews automotive and construction equipment maintenance and repair activities and reports of completed work for adequacy of service to users, conformance with shop standards, efficiency of shop operation

and adherence to safety rules and regulations; may make personal inspections of shop facilities and repaired equipment and observe field operation of vehicles and equipment to monitor and improve maintenance, fabrication and repair methods; directs and coordinates experimental testing on newly purchased, fabricated, modified or repaired fleet equipment;

Coordinates preparation of annual budget including recommendations for capital additions and replacements; prepares and reviews labor and material cost estimates for proposed fleet work; investigates and makes recommendations for the purchase of new equipment and modifications to existing equipment; review new equipment specifications; administers time, material, shop cost and personnel recordkeeping functions;

Maintains contacts with transportation and construction equipment firms to obtain information on new equipment and changes in repair techniques; coordinates work with several in-house and outside contract shops, and consults with representatives of manufacturers and other agencies; arranges delivery of special and non-stock parts; initiates recommendations for new contracts for outside services and materials; reviews and evaluates existing contracts for conformance to standards; analyzes and evaluates bids for purchase of new equipment and makes recommendations for acceptance or rejection;

Makes decisions on employment and assignment of supervisory personnel; confers with supervisory, engineering, procurement and other personnel to coordinate work activities among repair shops and other groups and discuss job costs, personnel, work load, operating and technical matters pertaining to shop activities; recommends and implements fleet policies and procedures to achieve desired objectives; and may occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications: A good knowledge of the organization and functions of a fleet services division as it relates to the need for repair, servicing, transportation and the operation of motorized heavy duty transportation and construction equipment; a good knowledge of legal requirements for moving construction equipment and overlength, overweight, overheight, and overwidth loads; a good knowledge of the methods and problems involved in dispatching trucks and the operation, loading, unloading, adaptability, uses, capacities, characteristics, and capabilities of transportation and construction equipment; a good knowledge of equipment used in the assembly, adjustment, servicing, operation and repair of a wide variety of transportation, construction, and related equipment; a good knowledge of the operating requirements of standard and special transportation, construction, and road maintenance equipment; a good knowledge of preventive maintenance and non-repair servicing practices and methods; a good knowledge of occupational hazards in an equipment repair and servicing shops, and appropriate safety precautions and devices; a good knowledge of the geography of the City and of the surrounding areas; a good knowledge

of the methods of keeping shop and equipment records and of computing maintenance and repair costs; a good knowledge of technological developments and sources of information in the field of fleet operation, maintenance, service and repair;

A good knowledge of the provisions of Memoranda of Understanding (MOUs) as they apply to subordinate personnel; a good knowledge of the principles and practices of public personnel administration including budget preparation and personnel management; a good knowledge of the laws and regulations related to equal employment opportunity and affirmative action; a good knowledge of applicable safety rules and regulations;

A working knowledge of auto painting, battery servicing, blacksmithing, machine shop, sheet metal, upholstery, welding, and related shop and field work; a working knowledge of purchasing procedures and storekeeping methods; a working knowledge of City personnel rules, policies and procedures;

The ability to direct and coordinate the work of a number of organizational units working on a large fleet of transportation and construction equipment; the ability to plan, lay out, assign, and inspect the work performance of dispatchers, truck operators, and other transportation and construction equipment repair and service employees; the ability to estimate the cost of hauling freight and of using construction equipment; the ability to investigate and report upon accidents in which equipment is involved; the ability to make sound recommendations relative to the replacement, rental, or purchase of transportation and construction equipment;

The ability to read and interpret blueprints and specifications; the ability to assemble and organize data; the ability to prepare clear and comprehensive reports regarding work load, personnel, overtime, and complete equipment purchase specifications; the ability to analyze studies, surveys, reports of costs, operating methods and problem areas and develop appropriate changes and improvements; the ability to implement new plans, programs and policies; and the ability to deal tactfully and effectively with other employees and the public.

Four years of full-time paid experience as a Automotive Supervisor, in a class which is at that level which provides line supervisory experience the repair, maintenance, servicing, dispatching, procurement or the operation of large fleet of transportation or construction equipment is required for Fleet Services Manager.

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

License: A valid California driver's license and a good driving record 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 the duties and responsibilities of any position shall be.