

CITY OF BLACK HAWK
2024 Job Description

JOB TITLE:	Fleet Supervisor	DEPARTMENT:	Public Works
REPORTS TO:	Maintenance Services Manager	EXEMPT:	No
SALARY RANGE:	\$38.0143 - \$53.2201 / HR		

SUMMARY

This is a working technical foreman level position responsible for the technical activities and functions involved in the efficient operation of the fleet service facility. The incumbent supervises all equipment, materials, and personnel involved in the maintenance and repair of the City's fleet of vehicles and equipment, both light and heavy, including police, fire, and transit vehicles. Provides assistance and technical guidance to subordinate personnel. Prepares and/or develops plans for projects and programs involving coordination with other departments and/or outside organizations. Expected to deal with different and specialized situations.

SUPERVISION RECEIVED AND EXERCISED

Under the direction of the Maintenance Services Manager and Public Works Director, work involves planning, controlling, supervising, and evaluating the daily operations for the Fleet Division, which includes overseeing the work of several semi-skilled and skilled employees.

Directly supervises Fleet Support Technician, Fleet Technicians, and Fleet Purchasing and Inventory Assistant. Responsible for assigning work schedules, training, and performance. Recommend employee promotions, transfers, and terminations. Responsible for interviewing, hiring, training, and determining disciplinary actions.

FINANCIAL ACCOUNTABILITY

Participates in the development of budgets for division/department. Make decisions that affect outcome of allocation of money for projects. Make recommendations to Maintenance Services Manager for budget allocations that pertain to assigned area. Monitors tracking of accounts and prepares inventory reports.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Present a professional, competent, courteous image that will reflect well on the Department and the City.
- Plans, organizes and coordinates the maintenance and repair functions performed by the Fleet Division; initiates requisitions and administers the inventory of materials and supplies;
- Maintains the vehicle information system and ensures accurate reporting and expense accruals for the user departments.
- Monitors expenditures and reports to the Maintenance Services Manager.

- Evaluates the overall performance of the division, implementing appropriate modification with or procedure in concurrence with the Maintenance Services Manager.
- Conducts staff and safety meetings, maintains effective communication and training within and for the division.
- Develops and maintains a preventive maintenance program, inventory control program, and fuel monitoring and control program.
- Performs administrative functions and supervises fleet staff.
- Evaluates existing equipment and vehicles (replacement, maintenance, preparation, and disposal) for all City Divisions and Departments.
- Recommends work to be performed by private vendors based on size, complexity, time and equipment constraints.
- Writes and reviews and assists departments with new vehicle specifications.
- Maintains the spill prevention and control plan for the fuel station.
- Attends staff meetings.
- Assists with preparations and purchases of new vehicles, equipment and oversees replacement plan process.
- Performs related maintenance and repair work as required.
- Mentors and assists fleet techs, fleet support tech and inventory as necessary.
- Assists Maintenance Services Manager in the preparation of the annual budget for the division maintains and monitors budgets.
- Conducts safety inspections.
- Performs diagnostic analysis using electronic and electrical testing equipment.
- Fabrication and welding as necessary.
- Serves on call as required.
- Other duties as assigned.

QUALIFICATIONS

Education and experience

- High school graduate or GED supplemented by technical training and/or supervisory/administrative training.
- Five (5) or more years of experience in equipment maintenance and repair or related field, preferably in a municipal setting.
- Experience in administration and supervision of equipment and personnel or any equivalent combination of education and experience which would provide the required knowledge and skills.
- Prefer ASE Master EVT Certification.

Certifications and Licenses

- Valid Colorado Driver's License with a good driving record.
- Class A CDL w/ P2 endorsement, within 2 years.
- Current ASE Fire Apparatus Technician Level I EVT Certification, within 2 years.
- Current ASE Law Enforcement Vehicle Installation Technician EVT Certification, within 2 years.

- Current ASE Ambulance Technician Level I EVT Certification, within 2 years.

Knowledge, Skills, and Abilities:

- Written and verbal communication skills with the ability to effectively communicate and interact with all levels of personnel within the City in a positive and cooperative manner.
- Ability to use a personal computer for word processing, spreadsheets, and email operations.
- Considerable knowledge of preventive maintenance, inspection, servicing and repair of automotive vehicles and equipment.
- Skill in translating electronic and electrical test data by an accurate diagnosis of maintenance or repair needs.
- Ability to develop and implement maintenance and work schedules to optimize vehicle operation and minimize downtime.
- Ability to mentor and motivate employees to improve performance.

MATERIAL AND EQUIPMENT USED DIRECTLY

General office equipment including phone, calculator, computer terminals, photocopier, and printers. All shop equipment and tools. Cars, trucks, and equipment for test drives, maintenance and service evaluations, and transportation to various locations.

WORKING ENVIRONMENT/PHYSICAL ACTIVITIES

This work requires movement about the Fleet facility to conduct business, including the shop office and the shop work areas, in addition to overseeing work in the field and attending meetings at other locations.

The superintendent may be exposed to extreme weather conditions, (under emergency repair situations), hot, and cold temperatures, noise levels that many cause distractions, exposure to fumes, odors, dust, limited ventilation, and hazards due to proximity to moving vehicles and equipment, mechanical parts, exposure to electrical shock and exposure to chemicals. May be exposed to vehicle fumes, odors, chemicals, and dust, due to the proximity to running vehicles and equipment, and in the repair of mechanical parts. May be required to exert up to fifty (50) pounds of force to lift, move, or carry objects.

COMMENTS

The intent of this classification is to describe the types of job tasks and levels of responsibility and difficulty required of persons assigned to this classification title. This is not to be considered a detailed description of every duty/responsibility of the job.

The City of Black Hawk is an Equal Opportunity Employer. Pursuant to the *Immigrations Reform and Control Act*, it is the City's intention to hire only individuals who are United States citizens or those authorized to work and live in the United States.

I have read and fully understand the job duties of the job description.

Signature:_____Date:_____