

**PUBLIC WORKS - FLEET DIVISION**  
**Fleet Supervisor**

**GENERAL:**

Performs complex journey-level mechanical work in the maintenance and repair of City and Fire Department fleet such as passenger cars, trucks, fire equipment and fire apparatus as well as various diesel heavy equipment and other mechanical equipment.

**SUPERVISION RECEIVED AND EXERCISED:**

General supervision is provided by Public Works Director .

**REPRESENTATIVE ESSENTIAL DUTIES:**

Depending upon assignment, duties may include, but are not limited to, the following:

- Performs a variety of complex tasks in the servicing, maintenance and repair of fire apparatus and vehicles including all mechanical components, parts and accessories. This includes overhaul and repair of components such as computerized engine control systems, anti-lock brake systems, multiplexed electrical systems, HVAC systems and passive restraint systems.
- Maintains specialized equipment such as Code 3 systems, communication systems and traffic control devices. Some aspects of designing additional systems to meet Department specifications may be required.
- Must be well versed and trained in the use of a variety of diagnostic equipment necessary to perform the tasks and ensure proper adjustment and operation of all systems; ascertaining needed repairs, estimate time, materials and equipment required; and filling out necessary requisition forms for the jobs assigned.
- Operates welding equipment in making repairs and fabricating special parts and tools. Must have the ability to perform the following processes: oxy-acetylene, SMAW (shielded metal arc welding), GMAW (gas metal arc welding) and plasma cutting.
- Performs road tests, detects problem source(s) and checks vehicles for proper operation of bodies, frames, suspension and drive train, electrical systems, discs, drums, air and hydraulic brake systems (including secondary brake

JOB DESCRIPTION

systems).

- Adjusts and maintains smog devices, headlamps to meet specifications for performance and safety.
- Perform inspections of automotive or mechanical equipment to determine repair needs or estimate cost of repairs.
- Maintains specialized equipment (i.e. radios, light bars, cages, shotgun racks and other equipment) according to departmental needs.
- Coordinate repair of equipment by outside services when repairs require extensive labor allocations, specialized equipment or mechanic certifications beyond existing capabilities of staff or to assist City department with fleet maintenance logistics as needed
- Performs emergency road service calls for minor and major repairs, vehicle recovery, and dispatches tow trucks to disabled apparatus or vehicles as needed.
- Responds to emergency incidents as directed. May be required to perform a variety of support functions, e.g., emergency scene safety inspections and repairs.
- Performs periodic safety inspections and repair of equipment and apparatus at fire stations.
- Maintains repair records and prepares reports (both hard copy and electronic format).
- Maintains and repairs Shop equipment and ensures that Shop area is cleaned.
- Participates in Department committees and provides input on vehicle and apparatus specifications and on the purchase of Shop tools and equipment.
- Provides work direction to other Department personnel as pertains to the Shop.
- Makes budgeting recommendations.
- Performs related duties, tasks and responsibilities as required.
- Supervises subordinate staff

**KNOWLEDGE, ABILITIES, SKILLS AND QUALIFICATIONS:**

- Knowledge of:
  - Methods, materials, tools and techniques used in the repair and maintenance of a variety of heavy trucks, fire apparatus, automotive, construction and mechanical equipment.
  - Operating principles of gasoline and diesel engines, and mechanical repair of automobiles, light and heavy trucks, construction equipment, auxiliary equipment and emergency vehicles (i.e. police and fire).
  - Occupational hazards and standard safety precautions necessary in the performance of the work.
  - Preventative maintenance practices and procedures.
  - Basic computer programs (such as Microsoft Word, Excel and Internet use).
  - Fundamentals of technological equipment necessary to be used in the performance of duties.
  
- Ability to:
  - Locate, correct, adjust and repair defects in a variety of mechanical, hydraulic and electronic components.
  - Use and interpret sophisticated diagnostic equipment.
  - Work independently and understand and carryout verbal and written instructions.
  - Use and care for tools employed in automotive and mechanical repair work.
  - Maintain records necessary for vehicles and equipment.
  - Operate personal computer.
  - Respond promptly to call-backs.
  - Work cooperatively with a wide variety of individuals and prioritize work schedule based upon departmental directives.

**PHYSICAL REQUIREMENTS:**

- Must be free from any physical, emotional or mental condition which might adversely affect the ability to perform essential job duties.
- Must have a clear field of vision and be capable of distinguishing colors.
- While working on City equipment, must be capable of: moving about safely while maintaining body equilibrium to prevent falling on narrow or slippery surfaces; climbing on equipment; walking on uneven surfaces; working in difficult weather conditions (hot and cold); working in confined areas; and working around various construction equipment.
- Must be able to lift heavy weights (50 pounds frequently, 100 pounds occasionally).

**EDUCATION, LICENSES AND EXPERIENCE:**

- Graduation from high school or passing of the General Education Development (GED), and four (4) years of experience as a journey-level mechanic, specifically involving maintenance of diesel engines and heavy trucks.
- Possession of an appropriate, valid Class “B” California driver’s license or must obtain the Class “B” license within six months of hire date.

**GENERAL:**

The City reserves the right to revise or change classification duties and responsibilities as the need arises. This description does not constitute a written or implied contract of employment.

The position is included within the classified service of the City of Grass Valley.

**AN EQUAL OPPORTUNITY EMPLOYER**