Job Description

Job Title:	Fleet Maintenance Supervisor	Classification:	Classified
Department:	City Manager	Grade:	300
Occupational Group:	Drivers, Fleet Mechanics & Support	FLSA:	Exempt
Status:	Full-Time	Supervisory:	Yes

Primary Purpose

Under limited supervision; directs the operations of the City's central garage facility and the maintenance and repair of the City's motor vehicles and motorized equipment.

Essential Job Functions

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Regular and consistent attendance for the assigned work schedule is essential.

1. Organizes, prioritizes, assigns, and inspects the work of subordinate mechanics and other staff; develops and implements a preventive maintenance program to ensure their efficient, effective operation; notifies users of scheduled maintenance.
2. Manages, directs and assigns the work to Central Garage staff.
3. Supervises repairs and maintenance of City vehicles and equipment, safety inspections, tires and brakes, and the fabrication and installation of special use equipment.
4. Performs a variety of administrative activities including maintaining records of shop activities and parts, supplies, and materials used; maintains adequate inventory of parts and supplies needed for routine maintenance activities; prepares and monitors annual budget; prepares billings for services; tracks warranties and sublet of authorized repairs; evaluates condition of equipment due for replacement.
5. Generates work orders for City equipment repairs and supplies.
6. Seeks vendors for bid estimates for sublet repair work.
7. Coaches and develops direct reports by providing regular feedback regarding employee performance. Provides timely and constructive feedback through the formal evaluation process.
8. Addresses employee performance concerns in compliance with established policies and procedures. Participates in the disciplinary process by providing critical input prior to the Department Director issuing a final recommendation for disciplinary action in compliance with the City's policies and procedures.
9. Participates in hiring and promotional processes by providing critical input to the Department Director and Human Resources regarding hiring and promotional opportunities. Cooperates and coordinates with the City Human Resources Department to comply with rules and regulations related to recruitment, hiring, and promotional processes.
10. Develops and manages the division's annual budget and serves as the subject matter expert for divisional budget requests included in the departmental budget. Reviews and recommends budget expenditures for non-personnel costs, to the Department Director to ensure spending is minimized and services are maximized throughout the fiscal year, in compliance with the City's purchasing policies and procedures, and are authorized in the budget.

Other Duties

- Oversees inventory control of parts, supplies, and products used in the repair and maintenance of vehicles owned and operated by the City of Joplin.
- Leads and participates effectively at departmental and divisional staff meetings.
- Maintains the confidentiality of files, records, reports as required by law, City policy, and procedures.
- Performs other duties as assigned.

Minimum Qualifications

Knowledge of: Recordkeeping principles and practices; preventive maintenance scheduling benefits, principles, and practices; methods, materials, and equipment used in automotive and mechanical equipment repair; principles and practices of supervision, including employee training and evaluation; principles and practices of vehicle maintenance operation; Microsoft Office Suite.

Skill in: Establishing and maintaining effective working relationships with staff, other department heads, and the public; providing leadership to and evaluating the work of others; managing parts, supplies, and material inventory control and accounting practices; understanding and interpreting complex rules, regulations, policies, and guidelines; diagnosing, maintaining, and repairing a variety of diesel and gasoline powered automotive equipment/vehicles; analyzing work volume and efficiently utilizing staff resources to accomplish unit objectives; planning, organizing, and directing a program for repairing and maintaining a large vehicle fleet; managing several vehicle maintenance projects/activities concurrently; Microsoft Office Suite.

Education: High school diploma or GED equivalent required. Diesel or automotive trade school required; Associate's Degree in Automotive Service Management is preferred.

Experience: Five years full-time journey level diesel/ heavy equipment mechanic work, at least three years of which involves supervisory responsibilities.

Licenses and Certifications: Possess and maintain a Class B Commercial Driver's License (CDL) with the appropriate endorsements within 90 days of appointment.

Physical Demands Requirements and Working Conditions

This position works predominantly in an office classification but spends significant time in a garage environment. Must possess mobility to work in and around City automotive shop facilities, to operate a motor vehicle; strength, stamina, and mobility to perform light to heavy physical work, to work in confined spaces and around machines, motors, equipment and to inspect, assemble, troubleshoot, maintain, and repair a variety of automotive equipment and vehicles; vision to read printed materials, a computer screen and inspect parts, motors, and vehicles; and hearing and speech to communicate in person and over the telephone or radio. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, and reach when completing maintenance and repairs. Employees must possess the ability to lift, carry, twist, push, and pull materials and objects weighing up to 100 pounds, or heavier weights with the use of proper equipment.

Employees work both indoor and outdoor environments and are exposed to loud noise levels, extreme cold and hot temperatures, dust, mechanical, chemical, and electrical hazards, and hazardous physical

substances and fumes; may work in cramped spaces and conditions with poor lighting and ventilation; susceptible to mechanical hazards associated with equipment and other hazards due to working in and around traffic.

Miscellaneous Requirements

Requires successful post-offer completion of a background investigation, physical exam, and drug test as a condition of employment with the City of Joplin. Must not be afraid of heights or working on elevated equipment.

Revision Date: 11/01/2021	Type of Change: Update position
Revision details: City-wide job description revision and updates.	