

**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

JOB CODE 594

FLEET OPERATIONS SUPERVISOR

GENERAL

Highly skilled mechanical work of the journeyman that involves routine servicing and repairs of automobiles, trucks, tractors, lawn equipment. This is an essential position; incumbent will be required to work extended hours during climatic weather related events or other emergencies. Work is performed under general supervision of the Fleet Operations Manager.

EXAMPLES OF ESSENTIAL DUTIES

The examples as listed are descriptions of essential functions and are not necessarily all inclusive. The omission of an essential function of work does not preclude management from assigning duties not listed herein. Assigned duties, which are essential function of work not listed herein, are permissible if such functions are a logical assignment to the position.

- Coordinates outside vender repairs.
- Assures safe shop safety practices. .
- Generates work orders; schedules and prioritizes daily work. Checks work orders for completion and closes out work orders daily.
- Assist in Establishes procedures to comply with OSHA, Federal, State, County and City regulations.
- Supervises, coaches, trains, and evaluates subordinates.
- Makes determination if repair can be done now or must remain in shop.
- Prints and reviews PM schedule.
- Calls, using department to schedule repairs or PMs.
- Assigns priority based on type of equipment.
- Spot-checks completed work to insure correctness.
- Contacts using department upon completion of service.
- Reviews parts usage and inventory. Orders and receives stock parts. Follows up with vendors regarding parts and repairs.
- Make sure the office and shop is clean and uncluttered.
- Inputs parts into computer.
- Performs related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles and techniques of automotive design and mechanical repair.
- Knowledge of the methods, materials, and tools required for automotive shop management.
- Knowledge of occupational hazards and safety requirements.
- Knowledge of the basic characteristics of equipment.
- Skill in the use of servicing equipment and tire repair tools.
- Ability to communicate effectively with the public both orally and in writing.
- Ability to follow oral instructions.
- Ability to schedule maintenance and keep records.

- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all City ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.
- Ability to establish and maintain effective working relationships with the general public, co-workers, City officials, and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability, or political affiliation.
- Ability to maintain regular and punctual attendance.

MINIMUM QUALIFICATIONS

Graduation from High School or possession of an acceptable equivalency diploma. Considerable experience as a journeyman mechanic in automotive, heavy equipment and diesel repair and electrical, hydraulic, and pneumatic systems. Experience in the supervision of mechanics and any related field. ASE Certification highly recommended.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine, Unusual situations of walking, lifting, climbing, carrying, bending, kneeling, stooping, reaching, handling, sitting, standing, pushing and pulling and other configuration while working on, in or under vehicles or heavy equipment.

SPECIAL REQUIREMENTS

Possession of a valid, appropriate (Class A or Class B) driver's license and an acceptable driving record.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

10/15

Bargaining Unit: Non-bargaining

FLSA: Exempt

Classification: 24/50

Location: Public Works Department

GERS: Regular Class