



JOB DESCRIPTION

JOB TITLE:	Assistant Fleet Superintendent	FLSA:	Exempt
DEPARTMENT:	Public Works	GRADE:	
REPORTS TO:	Fleet Superintendent	DATE:	11/4/2022
BARGAINING UNIT:	Non-Represented		

SUMMARY:

Under general supervision, assists in the supervision and coordination of the automotive and equipment maintenance and parts supply and support staff; assists in fleet management activities from acquisition through disposal.

ESSENTIAL FUNCTIONS:

Essential functions as defined under the Americans with Disabilities Act (ADA) may include any of the following representative duties, knowledge and skills. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and duties performed by incumbents within this classification. Incumbents are required to be in attendance and prepared to begin work at their assigned work location on specified days and hours. Factors such as regular attendance on the job are not routinely listed in the job descriptions, but are an essential function.

*Essential duties and responsibilities **may** include, but are not limited to, the following:*

- Plans, organizes, administers, reviews and evaluates the work of skilled automotive, truck, equipment, heavy equipment, and fire apparatus maintenance and technical and support staff.
- Processes service requests; triages equipment in need of repair and communicates with users on repair needs, repair times and other related issues; maintains communications with end users, department supervisors and superintendents to inform them of repair status and equipment availability.
- Enters appropriate information into database and monitors/orders parts as required.
- Prioritizes repair of equipment; meets with shifts to assign and monitor work; coordinates manpower and equipment use as required to maintain efficient and effective operations.
- Assists in the diagnosis of repair issues.
- Manage preventative maintenance program for all City vehicles and equipment.
- Manages outside vendors contracted to perform vehicle and equipment repair.
- Contributes to the overall quality of the unit's service provision by developing and coordinating work teams and by reviewing, recommending and implementing improved policies and procedures.
- Assists in the preparation of and writes technical specifications for vehicles, equipment, parts and supplies; approves purchase order payments and administers various contracts.
- Assists in the management of equipment and vehicle replacement programs.
- Manages the preparation, issuance, prioritization, billing and tracking of fleet equipment maintenance and repair work orders.

- Responds to and resolves City staff inquiries and complaints.

JOB DESCRIPTION

Assistant Fleet Superintendent

ESSENTIAL FUNCTIONS:

- Ensures compliance with inspection and safety requirements of assigned operations.
- Performs repairs as required.
- Uses standard office equipment, including a computer, in the course of the work; drives a motor vehicle to conduct work site inspections, attend off-site meetings, and conduct Equipment Division services business.
- Demonstrates courteous and cooperative behavior when interacting with public and staff; acts in a manner that promotes a harmonious and effective workplace environment.
- Must be available by phone and/or in person 24 hours a day 365 to contribute the resolution of emergencies.
- Must be available for overtime for snow, unpredictable weather operations and other city emergencies.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:

Associate's Degree or graduation from a formal vocational/technical program of automotive, equipment, heavy equipment and fire apparatus repair; AND four (4) years of journey level experience in automotive and heavy equipment maintenance and repair; OR an equivalent combination of education, training and experience as determined by Human Resources.

Required Certificates, Licenses, and Registrations:

- Illinois Class A or B Driver's License.
- Forklift Operator Certification.
- U.S.T. A.B.C. Operator's certificate (or ability to obtain within 12 months of hire).

Required Knowledge and Skills

Required Knowledge:

- Principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation, and employee training and discipline.
- Materials, methods, practices and equipment used in automotive and construction and/or fire equipment maintenance and repair.
- Operation, adjustment, preventive maintenance and minor repair of hand and power tools and test equipment used in the work.
- Applicable laws, codes and regulations.
- Computer applications related to the work.
- Safety principles, practices and equipment related to the work.
- Record keeping principles and practices.

- Shop mathematics; correct business English, including spelling, grammar and punctuation.
- Basic budgetary practices and terminology.
- Correct business English, including spelling, grammar and punctuation.

Required Knowledge and Skills

Required Skills:

- Planning, organizing, supervising, reviewing and evaluating the work of others.
- Training others in policies and procedures related to the work.
- Assisting in managing a fleet acquisition and maintenance program.
- Performing skilled automotive and construction and fire equipment troubleshooting and repair work.
- Safely operating, adjusting and performing preventive maintenance and minor repair to the tools and equipment related to the work.
- Making accurate arithmetic calculations; maintaining accurate records of work performed.
- Preparing clear and concise reports, correspondence and other written materials. Using fleet programs (Fleet Wave/C.F.A.)
- Using initiative and independent judgment within established procedural guidelines.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.
- Speaking English effectively to communicate in person or over the telephone.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

SUPERVISION RECEIVED AND EXERCISED:

Under General Supervision - Incumbents at this level are given assignments and objectives that are governed by specifically outlined work methods and a sequence of steps, which are explained in general terms. The responsibility for achieving the work objectives, however, rests with a superior. Incumbents are not required to apply theory or to use their own judgment. Immediate supervision is not consistent, but checks are integrated into work processes and/or reviews are frequent enough to ensure compliance with instructions.

PHYSICAL/MENTAL REQUIREMENTS:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical shop setting, use standard office equipment and stamina to sit for extended periods of time; strength to lift and carry up to 100 pounds; vision to read printed materials; and hearing and speech to communicate in person or over the telephone.

WORKING ENVIRONMENT:

Work is subject to performance with exposure to hazardous chemicals and solvents, fumes, noise and inclement weather conditions.

CONDITIONS OF EMPLOYMENT:

1. *Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*
2. *Any City employee may be required to stay at or return to work during emergencies to perform duties specific to this classification or to perform other duties as requested in an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency.*

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

EMPLOYEE:**PRINT NAME:** _____**SIGNATURE:** _____ **DATE:** _____**SUPERVISOR:****PRINT NAME:** _____**SIGNATURE:** _____ **DATE:** _____