

**CITY OF FONTANA  
FLEET MAINTENANCE SUPERVISOR**

**DEFINITION:** Under general direction, will plan, direct, and supervise vehicle and equipment maintenance operations. Will also perform a variety of complex tasks relating to assigned area of responsibility, including direct supervision of equipment maintenance staff.

**SUPERVISION RECEIVED AND EXERCISED:** Receives general direction from higher level Public Services Department management staff.

Provides supervision over equipment maintenance staff.

**ESSENTIAL FUNCTIONS:** The incumbent must have the ability to:

- Recommend and assist in the implementation of goals and objectives; establish schedules and methods for vehicle and equipment maintenance; implement policies and procedures
- Plan, coordinate, prioritize, supervise, and review the work of staff involved in equipment maintenance.
- Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare and maintain all State and Federal mandated administrative and inspection records.
- Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for budget requests; monitor and control expenditures.
- Reviews contracts for compliance.
- Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
- Inspect work in progress and upon completion for compliance with policies, procedures and standard trade practices.
- Answer questions and provide information to the public and City staff; investigate complaints and recommend corrective action as necessary to resolve complaints.
- Assist in the purchasing of equipment maintenance parts and materials; oversee the fabrication of needed parts and equipment as necessary.
- Maintain work, time, and material records.
- Assist and advise other mechanics in the performance of mechanical repairs as required.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative-working relationships with those contacted in the course of work.
- Perform any other tasks or functions deemed necessary to the daily operations of the employer.

**THE ABOVE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED AS NECESSARY BY THE EMPLOYER.**

**WORKING CONDITIONS:** Position requires sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement, and fine coordination in preparing reports and using a computer keyboard. The need to lift, carry and push tools, equipment and supplies weighing 25 pounds or more is also required. Will be exposed to cleaning and lubricating chemicals and other fumes, dust, and air contaminants. Additionally, the position requires near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone service.

**EXPERIENCE AND TRAINING GUIDELINES**

A combination of experience and training that would provide the required knowledge and abilities is qualifying. The employee must have the knowledge of:

- Materials, methods, practices and equipment used in vehicle and equipment maintenance activities.
- Types and levels of preventive maintenance and repair activities generally performed with entire range of City owned equipment.
- Safe work practices.
- Principles and procedures of record keeping and reporting.
- Principles of supervision, training and performance evaluation.
- Budget Preparation.

**EXPERIENCE:** Four (4) years of increasingly responsible experience in maintenance of a fleet operation, including one year of supervisory or lead responsibility.

**EDUCATION:** Equivalent to the completion of the twelfth grade supplemented by specialized training in automotive and equipment maintenance and repair, personnel supervision and administration, office management, customer service, or a related field.

**LICENSE/CERTIFICATIONS:** Possession of, and continuously throughout employment, a valid California Driver's License.