

CITY OF CORAL SPRINGS Classification Description

CLASSIFICATION TITLE: Fleet Superintendent
FUNCTIONAL AREA: Public Works Department

WORK OBJECTIVE:

Administrative, supervisory, and technical work of a difficult and responsible nature in directing the maintenance, repair, and reconditioning of automotive and other power-driven equipment of the City. Responsible for directing a complex program of refurbishing, remanufacturing, fabricating, maintaining and repairing City rolling stock and stationary motorized equipment. Responsibilities include, but are not limited to, establishing Fleet operational goals and objectives, prioritizing and scheduling work orders, monitoring various private service contracts and developing and implementing work standards and procedures. The emphasis of the work is on the continuous and cost efficient maintenance of the fleet. Work is performed under the general supervision, but considerable independent judgment is exercised in carrying out the daily operations of the division. Work is reviewed by observation of results obtained, periodic reports, conferences, observation of the quality, volume and promptness of services rendered and the general condition of the fleet.

ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Supervises, directs, plans, evaluates, and coordinates of all activities and personnel in the Fleet Division.
- Directs the operation of the City Garage, entailing directing a group of mechanics engaged in the repair, reconditioning, and servicing of miscellaneous automotive and allied municipal equipment ranging from automobiles to power shovels and including specialized apparatus and equipment.
- Maintains and supervises the keeping of inventory and equipment and purchases supplies and parts.
- Confers with department heads and others with respect to equipment servicing schedules and new equipment purchases.
- Oversees the preparation of time and material cost estimates for various design, repair, remanufacturing and fabricating projects, and reviews their implementation.
- Makes general assignments to Mechanics and advises on difficult jobs.
- Prepares service tickets and is responsible for administrative details such as yearly budget, personnel matters, reports, and the keeping of records.
- Implements the Fleet Management and normal safety program compliance.
- Monitors vendor and service provider compliance with bid specifications.
- Prepares, reviews and interprets technical drawings and plans for the Fleet Management Division; various other departments; prepares contract specifications, plans and drawings required for competitive bidding process for major acquisition, services, parts and materials.
- Contributes to the preparation of the operational portion of the Fleet Division budget, fleet/equipment budgets within other departments and makes procedural and operational recommendations.

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MINIMUM QUALIFICATIONS:

Education / Certifications / Experience –

Bachelor's Degree in business, management, public administration or a related field plus three (3) years to five (5) years of advanced level large fleet motorized/automotive operations that includes direct experience in the acquisition, operation, maintenance and repair of large motorized fleets and related auxiliary equipment programs encompassing skilled mechanics, construction and related trades personnel. The experience must include three (3) year of supervisory experience directly related to fleet management; or an equivalent combination of education, training and experience.

Knowledge, Skills, & Abilities –

Knowledge of the principles, practices and techniques of the skilled equipment trades, including mechanics, hydraulics, welding and fabricating, structural restoration of cars, trucks, earthmoving equipment and bridges, painting, maintenance and repair of same.

Knowledge of the tools, materials and equipment essential to the renovation, maintenance and repair of rolling and motorized equipment.

Knowledge of management and supervisory principles applicable to technically oriented service businesses, particularly in the area of developing and achieving organizational objectives.

Knowledge of budget preparation and monitoring methodologies, as well as the use of data processing equipment in monitoring shop operations.

Ability to analyze large complex fleet/equipment dependent organizations to produce major reports/recommendations and implement important operation changes that result in more efficient and effective operations.

Ability to secure compliance by private contractors and consultants with contract specifications in a tactful, firm and impartial manner.

Ability to plan, assign, supervise and evaluate the work of maintenance and craft personnel in a manner conducive to full performance and high morale.

Ability to schedule maintenance and repair work promptly and efficiently.

Ability to accurately estimate labor and material cost requirements for equipment remanufacturing, maintenance and repair activities, as well as for metal fabrication projects.

PHYSICAL REQUIREMENTS:

Tasks involve the intermittent performance of physically demanding work, typically involving some combination of reaching, bending, stooping, kneeling, or crouching, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds). Requires intermittent lifting, carrying, pushing, and/or pulling of heavier objects (80+ pounds).

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ENVIRONMENTAL REQUIREMENTS:

Some work is performed in usual office conditions with some exposure to disagreeable environmental factors, e.g., cleaning chemicals/fumes, mild temperature variations, dust. Some work is performed in outdoor environments. Due to the nature and location of the work environment, tasks include potential for intermittent exposure to disagreeable elements, e.g., heat, humidity, inclement weather. Some tasks include working in and around vehicle/equipment and lawn maintenance equipment, where heightened awareness to surroundings and observance of established safety precautions is essential in avoidance of injury or accidents.

The City of Coral Springs is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Coral Springs provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.