

## Career Service Authority

### *Fleet Superintendent*

Revised Date

Revised By

Ted Pacheco

FLSA Code

Non-Exempt

Est. Date

09/16/95

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### ***General Statement of Duties***

Performs second level supervisory responsibilities over skilled employees involved in City fleet vehicle maintenance operations.

### ***Essential Duties and Knowledge, Skill, and Ability Requirements***

1. Directs and supervises subordinate supervisors and staff involved in the service, maintenance and repair operations of City fleet vehicles.
  - *Knowledge of supervisory theories and methods sufficient to be able to perform a variety of supervisory functions.*
2. Develops and manages the budget for the division of work functions and allocates funds within the budget to accomplish objectives.
  - *Knowledge of budgeting procedures and requirements sufficient to be able to administer a budget to accomplish objectives.*
3. Develops and monitors work teams or units and assigns staff to efficiently and effectively accomplish the division's goals and objectives.
  - *Skill in analyzing work functions and developing methodologies to effective and efficient completion of the work assignment.*
4. Implements and interprets policies and procedures developed by higher level managers for the assigned division and recommends establishment or modification of policies and procedures.
  - *Skill in developing and implementing policies and procedures relative to the work assignment..*
5. Develops, recommends, and implements staff training and development programs which provide opportunities for individual employee growth, continuity of work flow during employee absences, and long range development of employees.

- *Knowledge of employee development principles and practices sufficient to be able to ensure the long range success of the organization by incorporating cross training, delegation, mentoring, job specific training, and other principles into the daily work of the organization.*
6. Directs the development of performance evaluation standards for functions managed within the guidelines set by top management. Formally evaluates the work of directly subordinate supervisors and/or staff.
- *Knowledge of supervisory principles and practices sufficient to be able to establish and implement subordinates' performance evaluation programs.*
7. Resolves operational and unforeseen procedural problems and addresses other concerns as directed or necessary.
- *Skill in developing techniques and methodologies to resolve unprecedented problems or situations.*
8. Handles sensitive public relations problems.
- *Skill in establishing and maintaining effective working relationships with employees, various representatives of public and private entities, policy making bodies and the public.*
  - *Skill in utilizing the principles and practices of effective and persuasive communications to elicit and/or present explanatory or interpretive information.*
9. Interviews and selects staff reporting directly to this position and assists with other interviews as required.
- *Knowledge of interviewing techniques sufficient to be able to select and hire appropriate personnel for positions or approve recommendations for subordinate supervisors.*
10. Researches new materials, methods, techniques and or programs.
- *Knowledge of analysis and research techniques sufficient to determine what information is needed, secure and analyze desired information and formulate logical recommendations.*
  - *Skill in evaluating the effectiveness of existing methods and procedures and making recommendations for modification or improvement.*
11. Initiates disciplinary action for employees when necessary and assists lower level supervisors as required.

- *Knowledge of supervisory principles and practices sufficient to be able to determine the most appropriate course of action in handling grievances and discipline for subordinate staff.*
- 12. Implements and interprets policies and procedures developed by higher level managers for the assigned division and recommends establishment or modification of policies and procedures.
  - *Knowledge of preventive maintenance standards and requirements sufficient to be able to develop a preventive maintenance program.*
- 13. Receives formal and informal grievances and conducts preliminary discussions for settlement when necessary.
  - *Knowledge of conflict resolution sufficient to be able to arbitrate and/or resolve conflicts as they arise.*
- 14. Evaluates quality, effectiveness and efficiency of unit activities and safety standards.
  - *Skill in reviewing work functions to ensure effective and efficient completion of the work assignment.*
- 15. Some positions may develop bid specifications for department vehicles and emergency equipment.
  - *Skill in estimating the cost of equipment and supplies.*
  - *Knowledge of the bidding process sufficient to be able to participate in the development of bids, analysis of submitted bids, and the selection process.*
- 16. Some positions may ensure the agency's compliance with federal and state regulations and requirements.
  - *Skill in interpreting and enforcing city, state and federal regulations.*
- 17. Performs other related duties as assigned or requested.

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*Any one position may not include all of the duties listed. However, the allocation of positions to this class will be determined by the amount of time spent in performing the primary duties listed above.*  
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## ***Job Requirements***

### **Level of Supervision**

Supervises first line supervisors.

**Guidance and Decision Making**

Guidelines are generally in the form of stated objectives, with issues and factors largely undefined. Requires creativity and ingenuity in devising criteria, techniques and methodologies for approaching previously unexplored or unresolved problems or situations. Work assignment is generally unstructured and employee is responsible for supervising a variety of units involved in complex and non standardized tasks in which several projects may be pursued concurrently. Duties performed involve many factors to be evaluated and weighed, requiring a high degree of analytical ability, judgment and decision making. Work may be reviewed for soundness of judgment and conclusions by an agency manager.

**Interpersonal Communications**

Contacts of a non prescribed nature involving the negotiation and resolution of non routine problems encountered and where exceptional degrees of discretion and judgment are required in carrying out the programs and policies of the organization.

**Physical Demands**

Sitting: remaining in the normal seated position.  
Handling: seizing, holding, grasping, or otherwise working with hands.  
Fingering: picking, pinching, or otherwise working with fingers.  
Talking: expressing or exchanging ideas by means of spoken words.  
Walking: moving about on foot.  
Hearing: perceiving the nature of sounds by the ear.  
Repetitive motions: Making frequent movements with a part of the body.  
Eye/hand/foot coordination: performing work through using two or more.  
Crouching: bending body downward and forward by bending legs.

**Vision Requirements**

Far acuity: ability to see clearly at 20 feet or more.  
Near acuity: ability to see clearly at 20 inches or less.  
Depth Perception: ability to judge distance and space relationships.  
Field of Vision: ability to see peripherally.  
Accommodation: ability to adjust vision to bring objects into focus.  
Color Vision: ability to distinguish and identify different colors.

**Mental Demands**

Mathematical reasoning  
Memorization  
Oral Comprehension

Written Comprehension

**Working Conditions**

Pressure due to multiple calls and inquiries  
Subject to many interruptions  
Subject to long irregular hours  
Handles emergency or crisis situations

**Minimum Education**

Graduation from high school or possession of a GED Certificate plus eighteen semester hours of directly related management course work from an accredited college or university which must have included management, personnel, performance evaluation, and business communication and report writing.

**Minimum Experience**

Three years of line supervisory experience over skilled employees involved in technical maintenance, repair and service of fleet vehicles.

**Equivalency**

Additional appropriate education may be substituted for one year of the minimum experience requirement.

**Licensure and Certification**

Some positions require possession of a valid Colorado Class "R" Driver's License at the time of application.