

ASSISTANT SUPERINTENDENT OF FLEET SERVICES

NATURE OF WORK

This is responsible administrative and supervisory work assisting in directing the maintenance and repair of a wide variety of light and heavy automotive equipment and specialized equipment.

Work involves assisting in the preparation of the annual budget for the Fleet Services Section; writing specifications for new equipment; and developing programs and procedures for preventive maintenance on equipment. Work also includes compiling and analyzing data on equipment usage and maintenance; comparing repair and replacement costs; recommending the purchasing of equipment and supplies; coordinating and supervising the maintenance of all equipment. Work is performed under the general supervision of the Superintendent of Fleet Services with work being reviewed in the form of conferences, reports submitted, and results achieved. Supervision is exercised over employees engaged in the maintenance and repair of fleet vehicles.

EXAMPLES OF WORK PERFORMED

Coordinates and supervises the maintenance and repair of a variety of light and heavy automotive and specialized equipment; develops preventive maintenance schedules and procedures; develops safety and training programs for equipment usage.

Assists in budget preparation for equipment replacement; determines equipment to be replaced; estimates rental, maintenance, and purchasing costs.

Assists in determining equipment needs and requirements of customer agencies and in preparing specifications for new equipment to ensure that operating requirements are met; evaluates equipment procurement methods to ensure the most beneficial processes are utilized.

Checks newly purchased equipment to ensure conformance with specifications; researches and evaluates new equipment and repair technologies to ensure full advantage is received from such advancements.

Maintains maintenance records on all equipment; compares replacement costs and maintenance costs; maintains records of supplies, parts, and tools used.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of the construction, assembly, adjustment, and maintenance of a wide variety of light and heavy automotive equipment.

Thorough knowledge of specialized equipment and operational techniques related to the equipment

Thorough knowledge of the methods, techniques and procedures involved in equipment maintenance and repair.

Thorough knowledge of the materials, parts and supplies necessary to the maintenance and repair of equipment and fueling facilities.

Ability to determine effectiveness of maintenance and repair programs and procedures.

Ability to plan, assign and supervise the work of subordinates engaged in the maintenance and repair of equipment.

Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities.

Ability to establish and maintain effective working relationships with customer agencies, co-workers, subordinates, and the general public.

Ability to prepare reports and maintain records.

Ability to communicate effectively both orally and in writing.

MINIMUM QUALIFICATIONS

Graduation from high school or equivalent, supplemented by two years of experience in municipal transportation and utilities construction and maintenance programs, equipment operation, maintenance, and repair or related field, plus six months of supervisory experience; or any equivalent combination of training and experience that would provide the desirable knowledge, abilities and skills.

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