



CITY OF LONG BEACH CLASSIFICATION SPECIFICATION

TITLE: FLEET SERVICES SUPERVISOR I-II

DEFINITION: Under direction, plans and supervises the activities and personnel and/or operations of a Fleet Services Bureau Division operation.

REPORTS TO: Fleet Services Bureau Superintendents of Fleet Maintenance, Fleet Acquisitions, Fleet Operations or Towing and Lien Sales.

DISTINGUISHING CHARACTERISTICS:

Grade Level I – supervises personnel engaged in the towing, servicing and repair of vehicular, fire/police apparatus, welding repairs, electrical, body and paint work, and does related work as required.

Grade Level II – supervises an operating line directly engaged in the servicing, outfitting and repair of vehicular, fire/police apparatus, welding repairs, electrical, body and paint work, and does related work as required.

EXAMPLES OF DUTIES:

- Selects, trains, assigns, and evaluates the work of subordinate personnel;
- Establishes operating procedures and work standards;
- Develops and maintains safe working practices and enforces strict conformance to safety regulations;
- Prepares and evaluates productivity, inventory and cost reports;
- Conducts surveys and productivity evaluations and prepares written reports;
- Monitors vendor contract compliance;
- Inspects and tests equipments;
- Operates computer terminal and reviews computer generated reports;
- Monitors service charges for direct and in-direct labor of subordinates;
- May develop equipment specifications;
- May administer lien sales and property disposal procedures;
- May order equipment, materials and supplies;
- May prepare contractual agreements;
- May oversee cash handling activities;
- May assist in monitoring and preparing section budgets;
- May represent the City's interest during litigation hearing and court proceedings;
- May oversee State of California mandated Emissions Control Inspection Program, including diesel smoke opacity training;
- May be responsible for 90-day Heavy Truck Inspections and maintaining records for State Biennial Inspections Terminals (BIT);
- Performs other related duties as required.

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MINIMUM REQUIREMENTS:

- Three years of service in the classifications of Equipment Mechanic, Helicopter Mechanic, or Garage Service Attendant, which must include one year of experience in a lead and/or supervisory capacity;
- Ability to assign, direct and supervise work of other employees;
- Ability to communicate effectively both orally and in writing;
- Willingness to work overtime, weekends, holidays, and irregular hours;
- Valid motor vehicle operator's license.
- Some assignments may require a valid California Class A or B motor vehicle operator's license;
- Some positions may require the ability to pass a background investigation;
- Ability to operate a personal computer;
- May require an Automotive Service Excellence (ASE) Master Certification.

HISTORY:

Creation of the Levels I and II to meet the changing needs and demands faced by the Fleet Services Bureau on 09/10/07.

Approved/Adoption Dates: 10/10/07 – Human Resources
10/10/07 – Civil Service Commission

Addition of the Garage Service Attendant class as a feeder class on 05/04/07.

Approved/Adoption Dates: 05/09/07 – Human Resources
05/09/07 – Civil Service Commission

Title Change from Senior Equipment Mechanic and Senior Body and Fender Mechanic Painter: 12/07/88.

Approval/Adoption Dates: 11/21/88 - Human Resources Department
12/21/88 - Civil Service Commission