

TITLE: FLEET SERVICES SUPERVISOR I-II

DEFINITION: Under direction, plans and supervises the activities, personnel, and/or operations of a fleet services operation.

DISTINGUISHING CHARACTERISTICS:

Grade Level I - Supervises personnel engaged in fleet operations, which may include maintenance of vehicles and equipment, towing, upfitting, fuel and facility operations, and/or coordinating of body shop repairs.

Grade Level II - Performs the more complex duties of the classification, which may include managing broader administrative supervision and resource allocation, interdepartmental coordination of operations, writing vehicle specifications, managing procurement, and/or contract management.

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 equipment;
- Operates computer terminal and reviews computer generated reports;
- Monitors service charges for direct and in-direct labor of subordinates;
- Ensures compliance with local, state, and federal regulations;
- 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;
- May be responsible for 90-day Heavy Truck Inspections and maintaining records for State Biennial Inspections Terminals (BIT);
- Performs other related duties as required.

MINIMUM QUALIFICATIONS:

- Three years of experience performing vehicle and/or motorized equipment servicing and maintenance.
- Classified, permanent status as a City of Long Beach employee in the classification(s) of Equipment Mechanic, Helicopter Mechanic, Garage Service Attendant, or Maintenance Planner.
- 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.
- Some positions may require an Automotive Service Excellence (ASE) Master Certification.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of:
 - Fleet management principles and practices;
 - Automotive and heavy equipment maintenance and repair techniques;
 - Safety regulations and practices in fleet operations;
 - Budget preparation and management principles;
 - Supervisory principles and practices;
 - Local, state, and federal regulations related to fleet operations;
 - Environmental regulations and sustainable fleet practices;
 - Procurement processes and vendor management;
- Skill in:
 - Operating and maintaining fleet management information systems;
 - Analyzing data and preparing comprehensive reports;
 - Diagnosing complex mechanical issues;
 - Developing and implementing preventive maintenance schedules;
 - Negotiating contracts and managing vendor relationships;
 - Budget management and cost analysis;
- Ability to:
 - Supervise, train, and evaluate staff;
 - Communicate effectively, both orally and in writing;
 - Establish and maintain effective working relationships;
 - Make sound decisions and solve complex problems;
 - Interpret and apply policies, procedures, and regulations;
 - Manage multiple priorities and meet deadlines;
 - Adapt to changing technologies and industry trends;
 - Work effectively under pressure and in emergency situations;

HISTORY:

Revised: 10/18/2025

Consolidation of Garage Supervisor I-II: 10/18/2025

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