

## FLEET SUPERINTENDENT

### **PURPOSE AND NATURE OF WORK**

Position is responsible for procurement, maintenance, repair and eventual disposal of a large fleet of municipal, transit and utility vehicles, as well as operations of service stations, small equipment shop and parts inventory. Work is administrative and supervisory with much automotive engineering and technology content. Incumbent works with substantial independence under the Director of Traffic, Roads and Bridges and has supervisory responsibilities for a large number of mechanics, skilled technicians and service station personnel as well as a small administrative and record keeping staff.

### **ILLUSTRATIVE EXAMPLES OF WORK** (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Supervises all the activities of the vehicle maintenance division, including acquisition, maintenance, repair and ultimate disposal of a large assortment of automotive as well as small grounds maintenance equipment; including fuels / parts inventory and service stations. Responsible for all aspects of a Fleet Asset Management software. Plans, organizes, assigns through respective foremen, and inspects work of maintenance, repair and service of automotive, grounds maintenance and heavy equipment. Oversees the administration of preventative maintenance program, vehicle inspection program and related services.

Prepares recommendations for capital and operating budgets for the division. Assists operating divisions in analyzing need for equipment, prepares specifications and evaluates vendor proposals. Develops specifications annually for a large variety of fleet requests which includes highly specialized equipment. Prepares and secures annual contracts for fuels and oils, towing, parts, fuel tank maintenance, after hour tire repairs, tire procurement, CNG facility repair, etc. Oversees employees work in administering record keeping, inventory and budgetary work of fleet maintenance. Decides matters of vehicle replacement, transfer, retention or disposal.

Interviews prospective employees, recommends appointment, evaluates performance of employees, recommends discipline / discharge where appropriate. Approves division's purchase orders, requisitions, contract payments, leave requests and time sheets. Evaluates and decides requests for vehicles from various Departments.

Performs related work as required.

### **NECESSARY KNOWLEDGES, ABILITIES AND SKILLS**

Thorough knowledge of the City / Parish automotive equipment fleet and its maintenance / supply requirements.

Thorough knowledge of modern automotive equipment management principals and practices, including all phases of specification, purchase, maintenance, support and supply.

Knowledge of personnel rules and regulations as appropriate to supervision of Division's employees.

Ability to establish and maintain effective working relations with employees, elected officials and representatives of other utilities.

Ability to communicate clearly, verbally and in writing.

### **DESIRABLE TRAINING AND EXPERIENCE**

Baccalaureate degree in an automotive engineering related field with substantial experience in large automotive equipment maintenance operations, or an equivalent combination of education and experience.