

**City of Sallisaw
Job Description**

Job Title: Fleet Maintenance Superintendent

Exempt (Y/N): Yes
Date: March 2018

Department: Fleet Maintenance
Reports To: City Manager

SUMMARY:

Supervisory position in the Fleet Maintenance Department. Supervises, schedules, coordinates and assigns work to mechanics and performs/participates in the maintenance and repair of various light, medium and heavy duty vehicles and equipment.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Ability to supervise employees, manage resources and schedule required repair work of all city fleet vehicles and equipment.
2. Maintain preventive maintenance schedules and safety inspections for all city vehicles and equipment, including stationary equipment.
3. Ability to repair and maintain various light, medium and heavy duty vehicles and equipment, including stationary equipment. Repair duties may include basic oil change and minor repairs to repair of high pressure hydraulics and engine rebuild/replacement.
4. Ability to train mechanics on basic and difficult repair work.
5. Make sound decisions on vehicles and equipment as to repairs in-house or to send to outside maintenance shop. Identify vehicles and equipment that should be dead-lined and should no longer be used.
6. Order necessary supplies and equipment to perform daily tasks.
7. Enter data into computer to ensure vehicles and equipment are tracked and serviced regularly. Manage Preventative Maintenance Program.
8. Working with other department superintendents, evaluate city fleet on a yearly basis and make recommendations on needed repairs, enhancements, rebuilds or replacement.
9. Ensure warranty work is performed correctly by dealers.
10. Coordinates repair work with other city departments. Responds to maintenance issues in an efficient and timely manner.
11. Make recommendations on annual budget for the operation of the department. Administer budget once adopted.
12. Appear for scheduled work with regular, reliable and punctual attendance.
13. Oversees maintenance of tools and work areas.

14. Ability to work outside normal working hours, including weekends and holidays, as needed. Report to work as needed in emergency situations.
15. Follow state and federal guidelines and regulations for maintaining city fuel tanks located at city garage and airport facilities, and other locations if applicable.
16. Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

Supervises employees in the department. Carries out supervisory responsibilities in accordance with the city's policies and applicable laws. Responsibilities include interviewing and recommendations concerning hiring of employees. Additional responsibilities include training, planning, assigning and directing work of employees, appraising performance of employees, rewarding and disciplining employees, and addressing and resolving complaints and problems.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Graduation from high school or GED certificate required supplemented by course work in the repair of automotive and/or construction equipment and components, and 5 years of experience in automotive and/or equipment repair, preferably including supervisory experience; or any combination of training and experience which provides the required skills, knowledge and abilities to perform this job. Knowledge of gasoline, diesel, natural gas or propane engine repair. Knowledge of hydraulics, electrical and air conditioning systems.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical manuals and governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public.

INTERNAL AND EXTERNAL COMMUNICATION:

Contacts with others beyond immediate associates, but generally of a routine nature and frequent contacts with outside representatives. Frequent contact with other city department heads and employees. Must be able to maintain a cooperative working relationship with other departments and personnel of the city.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply and divide in all units of measure. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to diagnose problems with automotive and other equipment.

CERTIFICATES, LICENSES, REGISTRATIONS:

Must have valid Oklahoma Driver’s license with driving record suitable to the City’s insurance carrier.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to talk, hear and smell. The employee is required to stand; walk; use hands and fingers to handle and feel; reach with hands and arms; climb and balance; and stoop, kneel, crouch, and crawl. The employee must occasionally lift and/or move more than 50 pounds. Specific vision abilities required by this position include; close and color vision, peripheral vision and the ability to adjust focus. Work can be physically strenuous.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position the incumbent is exposed to outdoor weather conditions, extreme heat and cold and wet or humid conditions. The incumbent works in tight places, near moving mechanical parts, is at risk of electrical shock and/or vibration. The incumbent may be exposed to fumes and airborne particles and toxic or caustic chemicals.

The noise level in the work environment is usually moderate to loud.

** A pre-employment drug test is required. Successful applicant must reside within a 20-minute response time of the city limits of Sallisaw.

Approved:  _____
City Manager

Date: 4/4/2018

Modified: 01/02/2011
11/14/2014
03/26/2018