

## **CITY OF BURBANK**

### **FLEET SUPERINTENDENT**

#### **DEFINITION**

Under general direction, plans, organizes, and manages the operations of the Public Works Department Fleet Services Division.

#### **ESSENTIAL FUNCTIONS**

Manages supervisory and technical staff engaged in the repair and maintenance of light and heavy powered equipment and vehicles; manages the operation and maintenance of liquid, compressed natural gas and other fuel stations and fleet related capital improvement projects; approves division payroll; forecasts future needs; assists and advises customer departments regarding vehicle procurement, maintenance and utilization; develops and implements program goals and division policies; inspects the work of subordinates; ensures that fleet vehicles comply with all applicable local, state and federal regulations; performs research, gathers data, works with customer departments to prepare vehicle and equipment specifications; ensures new equipment conforms to specifications; oversees the preparation and processing of work orders and requisitions; prepares cost estimates and manages the ordering of equipment, supplies, parts and replacement of existing equipment; manages all facets of automated fleet management information systems; recommends, formulates and implements the City's alternative fuel and vehicle standardization programs; monitors availability of and applies for grant funding for alternative fuel vehicles and other fleet related grants; prepares and administers the division budget and maintains appropriate records, reports and controls; responds to citizen and other customer department inquiries and complaints; enforces safety regulations; selects, evaluates, trains and disciplines employees; establishes, monitors and reports on work standards, productivity levels and budget performance measures; administers the Equipment Fund; represents and acts for the Assistant Public Works Director-Fleet & Building as directed and performs other related duties as required; drives on City business.

#### **MINIMUM QUALIFICATIONS**

##### **Employment Standards:**

- Knowledge of - business practices, fleet management systems, computer utilization, accounting practices, methods, and procedures involved in the repair and maintenance of light and heavy vehicles and equipment; Federal, state and local transportation regulations; preventive maintenance scheduling; safe work practices and procedures; procedures for handling hazardous waste and unsanitary conditions; supervision and training techniques; CNG and liquid fuel station operation, maintenance, repair and fueling procedures.
- Skill in - reading and interpreting mechanical diagrams and repair and parts manuals; the use of word-processing, spreadsheet, fleet management and database software.
- Ability to - communicate effectively orally and in writing; establish procedures, take effective action; conduct studies, write and present reports; prepare cost estimates, budgets and equipment specifications and maintain accurate records; communicate effectively orally and in writing; establish and maintain effective working relationships with supervisors, fellow employees and the public.

## FLEET SUPERINTENDENT

**Education/Training:** Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to, an Associate Degree in automotive technology or a related field or completion and certification by an accredited college level training program in automotive and/or equipment fleet operations. Five years of recent experience managing the operation of a minimum 250 heavy and light duty, on-road vehicle fleet. Two additional years of experience in supervising the operation of a minimum 250 heavy and light duty, on-road vehicle fleet may be substituted for the Associate's Degree.

**Licenses & Certificates:** Possession of valid California Class "C" driver's license or equivalent at time of appointment. All required licenses and certificates must be maintained throughout employment in this classification.

**Special Conditions & Requirements:** Possess and maintain physical condition required to perform essential functions of the classification which include the physical ability to: walk on uneven work surfaces; and stand or sit for extended periods of time.

### SUPPLEMENTAL INFORMATION

None.