

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

FLEET TEAM LEADER - 1138

DEFINITION:

Under direction, to lead, coordinate, and perform the diagnosis, repair, and maintenance of automotive, construction, and industrial equipment; to manage a shop or shift; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Assists in the planning and assigning of work, inspection, and repair of vehicles and equipment;
- Inspects work in progress and upon completion;
- Provides instruction and technical assistance to team members in repair and maintenance work;
- Coordinates, leads, and/or performs the diagnosis, maintenance, and difficult mechanical repair of automotive, construction, and industrial equipment;
- Inspects equipment prior to and after repairs and overhauls;
- Prepares and approves stock orders for parts;
- Performs difficult mechanical repairs and overhauls;
- Prepares work schedules, budgetary estimates, records of work activities, and vehicle maintenance records and reports;
- Monitors and reports on the performance of crew members;
- Assists in reviewing timecards, mileage cards, and production reports;
- Performs related duties.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

One year of full-time experience as an Equipment Service Writer or Master Fleet Technician with the City of San Diego; **OR** two years of full-time experience as an Equipment Mechanic or Fleet Technician with the City of San Diego; **OR** successful completion of a State accredited four-year Equipment Mechanic Apprenticeship Program, **AND** two years of full-time journey-level experience as an automotive or truck technician/mechanic; **OR** six years of full-time journey-level experience as an automotive or truck technician/mechanic. A valid Automotive Service Excellence (ASE)

*** EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

Master Automotive Technician Certificate or Master Medium/Heavy Truck Technician Certificate issued from the National Institute of Automotive Excellence is required.