

July 1, 2014

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

FLEET REPAIR SUPERVISOR – 1146

NOTE: Formerly Fleet Maintenance Supervisor

DEFINITION:

Under direction, to administer the activities of several automotive and equipment repair shops through subordinate supervisors; to assist in the development and implementation of a vehicle fleet management program for a large department; and to perform related work

* **EXAMPLES OF DUTIES:**

- Plan, supervise, and coordinate fleet operations and procurement/ inventory activities at multiple equipment repair/maintenance facilities;
- Assist the Fleet Manager within a large department in developing and implementing a plan for vehicle procurement, maintenance, and rotation;
- Supervise, train, and rate the work performance of subordinate supervisors or other motive maintenance technical staff;
- Provide technical expertise in every aspect of the repair, modification, and maintenance of a fleet of City vehicles;
- Develop and administer training and safety programs;
- Evaluate budget requests and prepare reports;
- Perform 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 Announcement for updated minimum qualifications.

One year of full-time experience as an Equipment Repair Supervisor or Metal Fabrication Supervisor with the City of San Diego; **OR** one year of full-time supervisory experience in the repair and maintenance of automotive, heavy construction, or industrial motive equipment. Qualifying supervisory experience must include the full range of supervisory duties including employee selection, reviewing/approving time cards, writing and giving performance evaluations, training, disciplining employees and recommending commendations. Possession of a valid California Class C Driver License.

- * **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.