

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;
- Prepares work schedules, budgetary estimates, records of work activities, vehicle maintenance records and reports;
- Monitors and reports on the performance of crew members;
- Assists in reviewing time cards, 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 Announcement for updated minimum qualifications.

One year of full-time experience as a Master Fleet Technician with the City of San Diego; **OR** two years of full-time experience as a 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 experience as an automotive or truck technician/mechanic; **OR** six years of full-time experience as an automotive or truck technician/mechanic. A valid California Class C Driver License is required.

- * **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.