

July 1, 2000

## **CLASS SPECIFICATION**

### **SAN DIEGO CITY CIVIL SERVICE COMMISSION**

#### **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:**

- Plans, directs and coordinates the activities of multiple maintenance and repair facilities through subordinate Equipment Repair Supervisors;
- Assists the Fleet Manager within a large department in developing and implementing a plan for vehicle procurement, maintenance and rotation;
- Supervises, trains, and rates the work performance of subordinate supervisors or other motive maintenance technical staff;
- Develops and carries out training and safety programs;
- Prepares work schedules and evaluates budget requests;
- Prepares reports.

##### **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.

Equal to one year of supervisory experience in the repair of automotive equipment, or heavy construction equipment. Possession of a valid California Class C driver's 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.