

FLEET MECHANIC SHIFT SUPERVISOR

SUMMARY: Under limited supervision, assists management in the supervision of the maintenance, servicing, and repair of various type of vehicles and equipment, supervises assigned personnel as determined by management, and communicates/coordinates with vendors, personnel from user departments/divisions, staff from the fleet office and parts regarding repair of vehicles and equipment; may perform related duties as assigned.

ESSENTIAL FUNCTIONS: *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

DUTIES AND RESPONSIBILITIES: *(which are not in any hierarchical order)*

1. Supervises shift personnel, determines daily staffing needs/requirements, evaluates work performance, interviews prospective employees, recommends personnel actions, and completes performance reviews for assigned staff.
2. Determines training needs and trains personnel as required.
3. Completes a daily assessment of vehicles/equipment brought to Fleet for repair, prioritizes equipment repair, determines reason for any delay in repairs and notifies appropriate parties.
4. Delegates/monitors repair assignments and evaluates same to maximize shop productivity.
5. Maintains a safe and clean working environment for shop employees insures that employees practice and comply with City and Department policies, procedures and safety practices.
6. Monitors personnel productivity, vehicles/equipment up/downtime reports and preventive maintenance programs.
7. Keeps management informed of any potential problems or situations.
8. Monitors and assists in the disposal of vehicles/equipment, installation of shop tools/equipment, coordination and repair of shop tools/equipment insuring they are maintained in state of operational readiness.
9. Communicates with user departments concerning the upkeep and maintenance (both schedule and unscheduled) of vehicles and equipment.
10. Contacts outside vendors (e.g. car/truck dealers, paint an body shops) for repair of vehicles and equipment and to arrange for warranty repair.
11. Coordinates road service calls or special needs.
12. Performs all other related duties as trained and/or assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of applicable federal, state and local laws, ordinances, statutes, regulations, rules, policies and procedures.
- Knowledge of the principles, practices and procedures of vehicle repair and maintenance, including a wide variety of motorized equipment from small engines, i.e., lawn mowers and chainsaws, to cars, trucks, sanitation collection vehicles and heavy road maintenance equipment
- Knowledge of diesel/gasoline engines and system such as electrical hydraulic and brake.
- Knowledge of occupational hazards and safety precautions.
- Knowledge of supervisory methods and techniques.
- Knowledge of personnel principles and practices.
- Knowledge of general office machines, computer hardware, software and peripherals.
- Skill in supervising, evaluating, training and motivating employees.
- Skill in scheduling and prioritizing manpower and projects.
- Skill in resolving day-to-day questions/problems regarding equipment, materials, methods, and procedures needed to complete maintenance and repair tasks.

FLEET MECHANIC SHIFT SUPERVISOR

- Ability to troubleshoot and diagnosis automotive systems, read and understand shop manuals and schematics.
- Ability to communicate effectively both orally and in writing.
- Ability to establishing and maintain effective working relationships with those contacted during the course of work.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves supervising or performing moderate to heavy work in all types of weather. There is occasional need to stand, stoop, walk, lift objects (up to 25 pounds) and perform other similar actions during the course of the workday. The City of West Palm Beach promotes a drug/alcohol free work environment through the use of mandatory pre-employment drug testing.

MINIMUM QUALIFICATIONS: High school diploma or GED and seven (7) years in automotive, vehicle and equipment repair, or any equivalent combination of training and experience. One (1) year supervisory or lead worker experience, preferred. A valid Florida commercial driver's license Class B is required.