

## City of Fort Worth, Texas Job Description

<b>Classification Title</b>	Fleet Superintendent		
<b>Job Code:</b>	MG1321	<b>Job Family:</b>	Management
<b>Pay Grade</b>	613	<b>Date Reviewed:</b>	06/12/15
<b>FLSA Status</b>	Exempt	<b>Date Revised:</b>	

### GENERAL SUMMARY

Manages, supervises and coordinates the maintenance activities and operations of the Fleet Services Division in the Property Management Department including development, recommendation, and implementation of policy, coordination of service delivery, contract management and interaction with regulatory agencies; coordinates assigned activities with other divisions, departments and outside agencies; and provides highly responsible and complex administrative support.

### ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

1. Supervises staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary decisions or recommendations.
2. Monitors and evaluates the quality, responsiveness, efficiency and effectiveness of assigned programs, service delivery methods and procedures; and works with employees on the continuous improvement of departmental services.
3. Interpret codes and regulations to resolve controversial issues and complex service delivery problems with community organizations and the general public.
4. Manages contracts for professional and contracted services; writes specifications and develops requests for proposal; reviews and evaluates bids; prepares recommendations for City Council; negotiates services and costs with consultants or contractors; and monitors contract performance and compliance with regulatory and city requirements.
5. Oversees and participates in the development and administration of the division's annual budget; participates in the forecast of funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; and implements adjustments.
6. Analyzes costs/revenue from various maintenance fund sources to determine user fees and revenue flow; implements fee structure; and manages fund cash flow.

7. Serves as the Fleet Services liaison for the Property Management Department with other divisions, departments and outside agencies; and negotiates and resolves issues.
8. Serve as staff on a variety of boards, commissions and committees; provides staff assistance; and prepares and presents staff reports and other necessary correspondence.
9. Conducts a variety of organizational studies, investigations and operational studies; and recommends modifications to policies and procedures as appropriate.
10. Performs other related duties as required.
11. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.
12. Pursuant to the City of Fort Worth's Code of Ordinances and Personnel Rules and Regulations, employees in this position cannot file an appeal of disciplinary actions taken against them.

## **KNOWLEDGE, SKILLS & ABILITIES**

- **Knowledge of:**
  - Principles and practices of organization management.
  - Principles and practices of program development and administration.
  - Methods and techniques of statistical data collection and analysis.
  - Applicable Federal, State and local laws, codes and regulations related to areas of supervision.
  - Principles and practices of municipal budget preparation and administration.
  - Principles and procedures of management systems and reporting.
  - Principles of supervision, training and performance evaluation.
  - City personnel policies and procedures.
  - Principles and procedures for developing goals, objectives and management plans.
- **Skill in:**
  - Organization and time management.
  - Critical thinking and problem solving.
- **Ability to:**
  - Communicate clearly and effectively, both orally and in writing.
  - Develop and administer departmental goals, objectives and procedures.
  - Analyze and assess programs, policies and operational needs and make appropriate adjustments.
  - Analyze data and information; draw conclusions; propose responsive actions.
  - Identify and respond to sensitive community and organizational issues, concerns and needs.
  - Plan, organize, direct and coordinate the work of lower-level staff.
  - Select, supervise, train and evaluate staff.

- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze and evaluate new city service methods and techniques.
- Prepare clear and concise administrative and financial reports.
- Prepare and administer large and complex budgets.
- Interpret and apply applicable Federal, State and local policies, laws and regulations.
- Operate a computer and other office equipment; develop graphic presentations.
- Maintain confidentiality of certain City information.
- Establish and maintain effective working relationships with those contacted in the course of work.

## **MINIMUM JOB REQUIREMENTS**

Associate's degree from an accredited college in engineering, business administration, or related field and five years of increasing responsible experience in fleet management including three years of administrative and supervisory responsibility.

## **OTHER REQUIREMENTS**

Valid Texas driver's license.

Possession of, or ability to obtain, a Certified Automotive Fleet Supervisor (CAFS) and/or Certified Equipment Manager (CEM) certificate within six months of employment.

## **WORKING CONDITIONS**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, walking and repetitive motions.

## **PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.