

<b>Job Class Code: 4795</b>	<b>FLSA Status: Exempt</b>
<b>Pay Basis: Salary (Annual)</b>	<b>EEO Category: 3</b>

**GENERAL DESCRIPTION OF CLASS**

The purpose of the class is to supervise and coordinate the activities and operations of the City vehicle maintenance program. The class is responsible for supervising personnel engaged in the repair and service of a variety of automotive and heavy motor equipment vehicles and equipment. The class also coordinates the activities of all of the automotive and technical team leaders. The class works within broad policy and organizational guidelines; independently plans and implements projects; reports progress of major activities through periodic conferences and meetings.

**TYPICAL TASKS**

- Supervises staff including selecting or recommending selection, training, assigning and evaluating work, counseling, disciplining, and terminating or recommending termination.
- Evaluates all mechanic job performance and safety violations and follows up on all discipline items.
- Manages, oversees and supervises the operations of the City’s automotive and truck fleet by coordinating with supervisor and other activities, reviewing and scheduling work requirements, developing schedules, evaluating progress, and recording significant events and activities.
- Enforces policies and procedures for safety and daily operations in accordance with requirements and guidelines, promulgates, and evaluates to ensure compliance.
- Inspects or diagnoses vehicles or equipment with complex problems; advises and assists subordinates, or performs especially difficult or complex maintenance tasks.
- Manages the research of historical vehicle and equipment repair records to identify and isolate patterns of concerns relative to service and care of vehicles.
- Manages the repair and retrieval of off-site inoperable vehicles and equipment through the Road Call Maintenance.
- Contacts vendors and coordinate contract maintenance and repairs.
- Analyzes training needs and coordinates training and development for the automotive technicians.
- Evaluates and validates all scheduled repairs/inspections and ensures all are properly loaded in fleet and updated as needed.
- Performs administrative functions such as recording information, preparing budgets, controlling expenditures, compiling reports, and monitoring materials and parts.
- Assumes role of Fleet Services Coordinator in his/her absence.
- Attends or conducts staff meetings to exchange information; attends, and schedules others to attend, in-service training and technical classes, seminars, or conferences to improve skills.
- Performs other related duties as assigned.

**GENERAL STANDARDS**

<b>Data Involvement</b>	Gathers, organizes, analyzes, examines, or evaluates data or information and may prescribe action based on such data or information.
<b>Interpersonal/People Involvement</b>	Persuading or influencing others in favor of a service, point of view, or course of action; may enforce laws, rules, regulations, or ordinances.
<b>Reasoning Requirements</b>	Performs supervisory work involving policy and guidelines, solving both people and work related problems.

<b>Mathematical Requirements</b>	Uses basic algebra involving variables and formulas, basic geometry involving plane and solid figures such as circumferences, areas, or volumes; may compute ratios, rates, or percents.
<b>Language Requirements</b>	Reads technical manuals, journals, and professional publications; speaks informally to groups of co-workers, staff in other departments, the general public, people in other organizations; composes original and specialized reports and forms.
<b>Mental Requirements</b>	Performs specialized technical and administrative work requiring general understanding of operating policies and procedures and their application to problems not previously encountered; applies specialized technical or professional principles and practices in the solution of problems; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.
<b>Decisions/Supervisory Control</b>	Responsible for actions of others, requiring almost constant decisions affecting co-workers, customers, and others in the general public.

**EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS**

<b>Vocational/Educational Requirement</b>	Requires high school diploma or GED and any combination of education and experience equivalent to satisfactory completion of one year of college education in automotive mechanics, or a closely related field.
<b>Experience</b>	In addition to satisfying the vocational/education standards, this class requires a minimum of four years of related, full-time equivalent experience.
<b>Special Certifications and Licenses</b>	Requires a valid driver’s license or CDL and a driving record in compliance with City Driving Standards. Special skills or equipment certification may be required.
<b>Special Requirements</b>	Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies. Emergency operations support work and work locations may be outside of normal job duties.

**AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS**

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

*This is a class specification and not an individualized position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.*