

Position Code: 4850	FLSA Status: Exempt
Pay Code: 2	EEO Category: 1

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to supervise staff and oversee and manage the City Garage. The class is responsible for staff supervision, training, planning, repair and maintenance of the City's fleet and equipment, automated fueling facilities, budget, policy and procedures, and reporting. The class plans, organizes, and implements programs within major organizational policies; reports progress of major activities to executive level administrators through reports and conferences.

TYPICAL TASKS

- Supervises staff, including selecting or recommending selection, training, assigning and evaluating work, counseling, disciplining, and terminating or recommending termination.
- Oversees and manages operations of the City Garage, fleet replacement bay, and fuel islands; plans the servicing and repair of all City-owned vehicles and equipment.
- Develops and prepares the budget for area of responsibility; oversees, reviews, and approves expenditures; prepares financial forms and reports.
- Develops and implements long range plans and goals for area of responsibility.
- Maintains inventory of parts and equipment; submits purchase orders and bids for replenishment of inventory as needed.
- Develops and implements policy and procedures for area of responsibility in compliance with applicable environmental regulations and laws; ensures compliance with same by staff; ensures effectiveness of policy and procedures in customer service.
- Handles DMV tags and registration, and auction surplus on a daily basis.
- Maintains record system for area of responsibility; processes daily paperwork including information for OSHA, DOT, state inspections, and EPA, reports, requisitions, and personnel information.
- Oversees vendor invoice payments and fleet bay lease payments.
- Evaluates fleet operation through software programs and reports.
- Gathers and maintains information to support periodic and special reports documenting activities for area of responsibility.
- Attends or conducts staff and other professional meetings to exchange information.
- Performs other related duties as assigned.

GENERAL STANDARDS

Data Involvement	Synthesizes or integrates analysis of data or information to discover facts or develop knowledge or interpretations; changes policies, procedures, or methodologies based on new facts, knowledge, or interpretations.
Interpersonal/People Involvement	Negotiates and exchanges ideas, information, and opinions with others to formulate policy and programs or arrive jointly at decisions, conclusions, or solutions.
Reasoning Requirements	Performs supervisory work involving policy and guidelines, solving both people and work related problems.
Mathematical Requirements	Performs addition and subtraction, multiplication and division, and/or calculates ratios, rates and percents.
Language Requirements	Reads scientific and technical journals, abstracts, financial reports, or legal documents; speaks before City management groups; writes complex reports; may present training.

Mental Requirements	Performs advanced professional level work in the analysis or interpretation of methods of a scientific, environmental, or automotive engineering nature and formulates recommendations on the basis of such analysis; requires sustained, intense concentration for accurate results or continuous exposure to unusual pressure.
Decisions/Supervisory Control	Makes decisions as a significant part of the job, affecting a large segment of the organization and the general public; assists in developing policies and practices.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	Requires a bachelor's degree in business management, or a closely related field.
Experience	In addition to satisfying the vocational/educational standard, this class requires a minimum of two years of related, full-time equivalent experience.
Special Certifications and Licenses	Requires a valid driver's license and a driving record that is in compliance with City Driving Standards.

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