



City of Cloquet Job Description

POSITION: Fleet Services Supervisor
DEPARTMENT: Public Works-Streets
REPORTS TO: Assistant Director, Public Works

SUMMARY

Coordinates, oversees and participates in the day to day operations of the Fleet Services Division including the mechanical repair and preventive maintenance of all vehicles and equipment for the Public Works Department Street, Park, and Utilities Divisions and Public Safety Departments when requested.

ESSENTIAL FUNCTIONS OF THE JOB

Works with the Street/Park Department Supervisor and the Utility Maintenance Supervisor to develop, prioritize and schedule required equipment and vehicle repair and maintenance.

Monitors all vehicles and equipment to determine and complete needed repairs and maintenance.

Communicates overall equipment maintenance and repair program to other mechanics, assigns repair and maintenance projects and monitors the progress and performance of other shop personnel to ensure effective operations, while participating as a working member of the maintenance team.

Completes and maintains appropriate reports and records related to equipment maintenance, fuel inventory and hazardous waste disposal.

Works with Division Supervisors to evaluate all vehicles and equipment to develop a five year capital equipment replacement plan for the Public Works Department.

Research, contacts vendors and assists with the preparation of specifications and makes recommendations regarding the purchase of new vehicles, equipment, services and supplies.

Maintains inventory and places orders for required vehicle and equipment repair parts, materials, shop supplies, fuels and lubricants. Obtains and reviews vendor price quotations as required.

Maintains and services building boilers and heating systems.

Operates snow removal equipment during the winter months and responds to other Public Works emergency situations when necessary.

Performs other duties as apparent or assigned.

SUPERVISORY RESPONSIBILITIES

Oversees the equipment and vehicle maintenance and repair program for the Public Works Department. Assigns daily maintenance and repair projects to other shop personnel, monitors their progress and performance, and approves work completed.

TOOLS

Employee is expected to provide their own personal mechanic's tool set and tool box to accomplish most normal maintenance tasks. The Department will furnish certain specialized tools.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE

High School Diploma or equivalent; minimum seven years experience working as a heavy equipment and vehicle maintenance mechanic and experience with supervisory duties and responsibilities. Applied Science Degree in Heavy Equipment/Diesel Mechanic program from a two year Vocational Technical School is preferred.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, technical equipment operation and repair manuals, specifications, wiring and hydraulic diagrams and procedure manuals. Ability to prepare routine reports and correspondence. Ability to communicate effectively with employees, citizens, customers and supervisors.

MATHEMATICAL SKILLS

Ability to make arithmetic computations using whole numbers, fractions, and decimals. Ability to understand and compute rates, ratios, percentages, areas and volumes.

REASONING ABILITY

Ability to define and troubleshoot problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Ability to make independent decisions.

OTHER KNOWLEDGE, SKILLS, AND ABILITIES

Working knowledge of all aspects of automobile and heavy equipment operation, mechanical maintenance and repair, including gasoline and diesel engines, automatic and manual transmissions, drive trains, suspensions, hydraulics, welding, steel/metal fabrication, and electrical components.

Working knowledge of methods, techniques, tools, materials and equipment necessary to perform both gas and electrical welding.

Basic knowledge and understanding of applicable work safety standards.

Ability to manage multiple projects at one time, anticipate workloads and monitor staff and projects accordingly.

General knowledge of 2-Way communications radios and set up.

General knowledge of responsible salt/sand application, equipment calibration and best practices for snow and ice removal.

CERTIFICATES, LICENSES AND REGISTRATIONS

Minnesota Class A Commercial Driver's License.
Minnesota State Patrol Commercial Vehicle Inspectors Certification.
State of Minnesota Special Engineer Boiler License.
MPCA Class A/B Fuel Operator License

Must have, or be able to obtain within six (6) months of hire, Competent Person Training Certificate in compliance with Confined space, trenching and Excavation procedures.

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.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls. The employee frequently is required to stand, walk, and talk or hear. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl.

The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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.

While performing the duties of this job, the employee regularly works near moving mechanical parts. The employee is frequently exposed to fumes or airborne particles and toxic or caustic chemicals. The employee occasionally works in high, precarious places and in outside weather conditions and is occasionally exposed to wet and/or humid conditions and risk of radiation.

The noise level in the work environment is usually loud.