

Go to www.cityofwaterlooia.com, click on Job Vacancies, review Fleet Maintenance Supervisor description and follow directions to submit cover letter and resume. We will not accept mailed, faxed, hand-delivered or directly emailed resumes. Do not send resume directly to Public Works. Deadline for resumes is Noon on Friday, June 28, 2019.

**CITY OF WATERLOO, IOWA
FLEET MAINTENANCE SUPERVISOR**

DEPARTMENT : **PUBLIC WORKS – CENTRAL GARAGE**
SALARY : **\$70,000-\$80,000 annualized based on experience**
FLSA : **EXEMPT**
CIVIL SERVICE : **EXCLUDED**
BARGAINING UNIT : **NON-BARGAINING**

GENERAL STATEMENT OF DUTIES

Supervise and coordinate the equipment and vehicle maintenance services, activities and operations within the Vehicle Maintenance Section of the Public Works Department; coordinate assigned activities with other City departments, divisions, units and outside agencies; provide highly responsible and complex administrative support to the Division Manager of Public Works. The work is performed under the general direction of the Division Manager of Public Works but considerable leeway is given for the exercise of independent judgement. This is a technical, hands-on inspections and maintenance position. Exercises direct supervision over Garage Mechanics and Parts & Supply Inventory Clerk.

EXAMPLES OF ESSENTIAL FUNCTIONS
(Illustrative Only)

These functions are considered essential for successful performance in this job classification.

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| <ol style="list-style-type: none">1. Supervise all services and activities of the City equipment and vehicle maintenance activities and operations; assign and oversee work of staff assigned to equipment and vehicle maintenance within the Vehicle Maintenance Section of the Central Garage.2. Manage and participate in the development and implementation of goals, objectives, policies and priorities for equipment and vehicle maintenance services, including the maintenance and repair of all light and heavy vehicles and emergency Fire Rescue vehicles, and all appropriate non-rolling equipment.3. Recommend, within departmental policy, appropriate service and staffing levels; recommend and administer policies and procedures.4. Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load; identify opportunities for improvement and review with the Division Manager of Public Works; implement improvements.5. Train, motivate and evaluate equipment and vehicle maintenance personnel; provide or | <ol style="list-style-type: none">6. coordinate staff training; work with employees to correct deficiencies; recommend discipline and termination procedures; participate in the hiring and orientation process for new employees.7. Plan, direct, coordinate and review the work plan for the vehicle maintenance unit; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.8. Participate in the development and administration of the vehicle maintenance budget; forecast funds needed for staffing, equipment, materials and supplies; monitor expenditures.9. Serve as liaison for the vehicle maintenance unit with other City departments, divisions, units and outside agencies; help negotiate and resolve significant and controversial issues.10. Provide responsible staff assistance to Division Manager of Public Works; prepare and present staff reports and other necessary correspondence.11. Develop and monitor schedules for maintaining and repairing vehicles and equipment; work with various City staff members to schedule vehicles and ensure appropriate turn around for repairs and maintenance.12. Make recommendations for new equipment purchases; prepare specifications for new purchases as assigned; assist in the preparation of |
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specifications for new vehicles and equipment for other departments, divisions and units; order and purchase supplies and equipment as appropriate.

12. Establish and monitor complete, accurate, and accountable controls for all fuel, parts, supplies and tools used.
13. Maintain records and inventory of all repairs and maintenance completed on City vehicles and equipment; maintain records and inventory of all parts and supplies procured for vehicle and equipment maintenance operations.
14. Participate in union contract negotiations; participate in the resolutions of employee grievances.

OTHER DUTIES AND RESPONSIBILITIES

1. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of fleet maintenance and repair.
2. Respond to and resolve difficult and sensitive inquiries and complaints.
3. May participate in supervision of other units within Public Works as assigned.
4. Perform other duties as assigned.

REQUIRED KNOWLEDGE & ABILITIES

1. Operational characteristics, services and activities of a municipal vehicle and equipment maintenance and repair program.
2. Materials, methods, practices and equipment used in the maintenance and repair of a wide variety of light and heavy vehicles and other equipment.
3. Occupational hazards and standard safety precautions necessary in the work environment.
4. Operating and repair characteristics of the entire range of City-owned vehicles and equipment.
5. Organizational and management practices as applied to the analysis and evaluation of vehicle and equipment maintenance services, policies and operational needs.
6. Modern and complex principles, practices and procedures of automotive and equipment maintenance and repair.
7. City and State purchasing procedures and policies.

8. Advanced principles and practices of budget preparation and administration.
9. Principles of supervision, training and performance evaluation.
10. Pertinent Federal, State, and local laws, codes and regulations.
11. Analyze problems; identify alternative solutions and implement recommendations in support of goals.
12. Interpret and apply Federal, State, and local policies, procedures, laws and regulations.
13. Communicate clearly and concisely, both orally and in writing.
14. Establish and maintain effective working relationships with those contacted in the course of work.
15. Ability to work with people from a broad variety of social, economic, racial, ethnic and educational backgrounds.

ACCEPTABLE EXPERIENCE & TRAINING

1. High school diploma or equivalent, supplemented with advanced training in automotive and equipment maintenance and repair.
2. Six years of increasingly responsible experience in the maintenance and repair of all types of light and heavy automotive and other equipment including one to two years of lead supervisory responsibility.

OR

- Any equivalent combination of education and experience that provides the knowledge, skills and abilities necessary to perform the essential functions of the position.
2. Possession of, or ability to obtain, an appropriate, valid commercial driver's license with tank, air brake and tractor trailer endorsements from the State of Iowa.
 3. Iowa Driver's License and good driving record based on City of Waterloo driver performance criteria. A candidate with any of the following will not be considered for employment: loss of license for any reason during the period of candidacy for employment, if the candidate remains without a valid, current license for the position when the City issues an offer of employment; loss of license, plea of guilty, plea of no contest or its equivalent or conviction for

OWI, reckless driving or other major moving violation within the previous five years; four or more citations for moving violations within the previous three-year period, excluding speeding violations of 10 mph or less over the posted speed limit; three or more citations for moving violations within the previous one-year period. After appointment to the position, disciplinary action or continuing employment status may be reviewed for the following: four or more moving violations within the previous three years, three or more moving violations within the previous one year or loss of license or conviction for OWI, reckless driving or other major moving violation within the previous five years; two or more at-fault accidents within a three-year period while driving on City business. An applicant's driving record will be reviewed prior to an offer of employment and at least annually after hire.

ESSENTIAL PHYSICAL ABILITIES

The following physical abilities are required with or without reasonable accommodations.

1. Sufficient strength to perform assigned tasks including lifting and carrying up to 40 pounds alone or additional weight with assistance.
2. Sufficient strength and ability to work from ladders, scaffolding or man-lift up to twenty feet in the air.
3. Sufficient stamina to perform strenuous activity up to eight hours per day including carpentry, HVAC, electrical, plumbing and other maintenance duties.
4. Sufficient speech and hearing that permits the employee to communicate effectively with other workers, tenants and vendors in person or over a telephone, to understand verbal instructions, respond to questions from the public, diagnose equipment malfunctions and to safely operate equipment and tools.
5. Sufficient depth perception, distance and peripheral vision to safely operate vehicles and equipment in all weather conditions; sufficient dexterity to safely operate powered and manual construction tools and equipment.
6. Sufficient color vision to identify indicator lights on electronic control panels, electrical wiring, heating, cooling and plumbing pipes.
7. Sufficient personal mobility that permits the employee to move physically from one City facility or property location to another with tools

and equipment and to work for extended period of time in cramped or difficult to reach areas.

MISCELLANEOUS

1. Office/vehicle repair shop environment; exposure to heavy equipment, dust, dirt, noise (>85dB), and grease; exposure to hazardous materials and waste, electrical hazards, flammable materials, gas fumes, and other potentially harmful vapors, outdoor and extreme weather conditions; irregular hours; confined spaces; working alongside moving traffic on roads.
2. Must wear personal protective equipment such as safety shoes, safety glasses and hearing protection.
3. Must comply with City of Waterloo Residency Policy for Critical Employees (physically reside within ten-mile radius of Waterloo City Hall-will be given reasonable compliance period as determined by Division Manager of Public Works).
4. Must submit to Department of Transportation requirements including pre-employment, post-accident, reasonable suspicion, random and return-to-duty/follow-up alcohol and drug testing.
5. Following a conditional offer of employment, the City of Waterloo requires a physical examination including a drug test by a physician of the City's choice to determine if an applicant is capable of performing the essential functions of the position. Failure to pass the physical exam and drug test will result in withdrawal of the employment offer.
6. The City of Waterloo will conduct a background investigation including employment, education, driving and criminal history checks on any applicant being considered for this position.
7. Must submit to and pass interview process as determined by Division Manager of Public Works.

WORK SCHEDULE

Will generally work Monday-Friday 8:00 a.m. - 5:00 p.m. with a one hour unpaid lunch. May be required to work occasional evening and weekend hours. Must respond to emergency calls on weekends, evenings and holidays.

A.A./E.E.O.

Minority, female & disabled individuals are encouraged to apply.

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FLEET MAINTENANCE SUPERVISOR DESCRIPTION 19 #3
June 2019