

**City of Dunedin, Florida**  
Class Description

**Position Title: Fleet Services Superintendent**  
Public Works and Utilities Department  
Fleet Services Division

**GENERAL STATEMENT OF JOB**

Under direction, supervises the activities and personnel of the Fleet Services Division, ensuring compliance with all applicable policies, procedures, laws and regulations in the provision of effective and efficient City vehicle maintenance and repair services. Oversees and participates in maintenance and repair work. Supervises department technical and clerical personnel. Reports to the Public Works and Utilities Director.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**ESSENTIAL JOB FUNCTIONS**

***The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbents(s) of any particular position.***

Oversees all Fleet Services Division functions, ensuring compliance with all applicable policies, procedures, laws and regulations, including all safety policies and procedures.

Supervises department technical and clerical personnel. Supervisory duties include scheduling; instructing; assigning, reviewing and planning work of others; maintaining standards; coordinating activities; allocating personnel; selecting new employees; acting on employee problems; and recommending disciplinary action.

Reviews the work of subordinates for completeness and accuracy; evaluates and makes recommendations as appropriate; offers training, advice and assistance as needed.

Evaluates the effectiveness and efficiency of department operations; establishes short- and long-term priorities in order to meet departmental goals; and enforces all policies and safety regulations for the protection of department staff and vehicle operators.

Responsible for the preparation and management of the Fleet Services Division's Annual Budget, Business Plan Initiatives, and the City's Epic Goals.

Plans and implements vehicle/equipment replacement and provides such to the City Commission on a periodic basis, including the transition to an Electric Vehicle (EV) fleet.

Plans and implements vehicle/equipment preventive maintenance schedules.

## **Fleet Services Superintendent, Fleet Services Division**

Develops and implements work flow procedures to increase the productivity of the division.

Coordinates, approves, supervises, inspects and/or performs maintenance and repair work and parts fabrication, ensuring compliance with established standards of safety and quality. Makes arrangements for off-site and/or contracted repair work as needed.

Conducts annual emission, aerial apparatus, and fuel system tests.

Manages the use and maintenance of the fuel storage tanks and the computerized fuel management system.

Discusses and assists in evaluating the fleet services needs of various City departments with department heads including preparing vehicle specifications.

Ensures the availability of supplies, parts, tools, and equipment required for daily tasks. Monitors inventory, solicits bids, and makes purchases as needed.

Oversees the use and maintenance of the fleet services facility; participates in planning for capital improvements to facility.

Keeps abreast of current trends in automotive maintenance and repair work and new products. Attends training seminars and meetings as required.

Compiles data for and prepares a variety of required reports, records and correspondence. Enters computer data; uses computer to produce reports.

Receives and responds to inquiries, concerns and complaints regarding division services and activities.

### **ADDITIONAL JOB FUNCTIONS**

Performs routine administrative/office work as required, including but not limited to attending and conducting meetings, answering the telephone, typing reports and correspondence, copying and filing documents, ordering supplies, etc.

Performs related duties as required.

### **MINIMUM TRAINING AND EXPERIENCE**

Requires an Associate's degree in Business Management, Automotive Technology, or other related field with five years of experience in management within the automotive industry.

## Fleet Services Superintendent, Fleet Services Division

An equivalent combination of training and experience which provides the required skills, knowledge and abilities may be considered.

Experience in a public government setting is preferred.

### **SPECIAL REQUIREMENTS**

Must possess valid Florida driver's license with appropriate endorsements.

Possession of an ASE certification as a Master Automobile Technician and as a Master Medium and Heavy Truck Technician is preferred.

This is a Category B position for the purposes of Emergency Management. Employees in this category may be assigned to work a variety of schedules, including compulsory work periods in special, emergency, and/or disaster situations. Category B employees are required to stay on premises during a declared state of emergency, or as otherwise mandated.

### **PERFORMANCE INDICATORS**

**Knowledge of Job:** Has thorough knowledge of the methods, procedures and policies of the City of Dunedin as they pertain to the performance of essential duties of the Fleet Services Superintendent. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Is able to work under moderately stressful conditions related to balancing multiple projects within the constraints of time available, personnel capabilities, and financial resources. Is able to read and interpret technical materials pertaining to the responsibilities of the job. Clearly understands any occupational hazards and adheres to all safety precautions inherent in performing the essential functions of the work. Is skilled in applying a responsible attention to detail as necessary in preparing reports and records. Is able to read and interpret various materials pertaining to the responsibilities of the job. Is able to use independent judgment in performing routine tasks. Has the ability to learn and utilize new skills and information to improve job performance and efficiency. Knows how to perform duties in a courteous manner and with the utmost integrity in the best interest of the public.

### **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to synthesize, hypothesize and/or theorize concerning data and/or information involving modification of existing policies, strategies and/or methods to meet unique or unusual conditions. Requires the ability to do so within the context of existing organizational theories, management principles and economic analysis. Is able to assemble and analyze information and make written reports and records in a concise, clear and effective manner. Is able to compile, organize and utilize various financial information necessary in the preparation of the departmental budgets, and knows how to prepare and monitor those budgets.

## Fleet Services Superintendent, Fleet Services Division

**Human Interaction:** Requires the ability to function in a director capacity for a major organizational unit requiring significant internal and external interaction; requires the ability to apply principles of negotiation, and performs such in formal situations within the context of legal guidelines. Is able to coordinate department activities with other City departments and government / private agencies, in order to accomplish goals and complete projects. Knows how to apply supervisory and managerial concepts and principles; has knowledge of administrative principles involved in developing, directing and supervising various programs and related activities. Is able to supervise, motivate and evaluate the performance of a diverse group of employees. Knows how to maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation. Has the ability to negotiate among different constituency groups with diverse interests to achieve a shared understanding and commonality of purpose.

**Equipment, Machinery, Tools and Materials Utilization:** Has knowledge of and skill in the use of modern office equipment, including computers. Requires the ability to use, operate and/or handle equipment such as a computer, copier, calculator, telephone, etc.; to overhaul, restore, renovate, construct and/or rebuild equipment, machinery or objects, requiring adherence to prescribed standards and specifications. Has knowledge of the principles and practices of vehicle and heavy equipment maintenance and repair, fleet management, fuel management, etc.

**Verbal Aptitude:** Requires the ability to use conceptual data and information, as well as reference, descriptive, advisory, consulting, synthesis and design data and information. Has the ability to speak, write, and understand the English language.

**Mathematical Aptitude:** Has the mathematical ability to handle required calculations. Requires the ability to apply advanced algebraic / calculus concept and algorithmic / modeling techniques in areas such as engineering design and alternative cost analysis; to use principles of probability and statistical inference.

**Functional Reasoning:** Requires the ability to apply principles of logical or conceptual thinking to determine a wide range of both intellectual and practical relationships. Ability to exercise judgment and make decisions to serve as guides and general directives for an entire organization. Is able to read and interpret complex materials pertaining to the responsibilities of the job.

**Situational Reasoning:** Requires the ability to exercise the judgment, decisiveness and creativity required in critical and/or unexpected situations involving moderate risk to the organization. Is able to plan detailed and complex programs and activities and implement same. Has the ability to assimilate both technical and theoretical concepts from many diverse disciplines and apply the knowledge in creative and intuitive ways to solve unique problems. Must be able to take the initiative to complete all the duties of the position without direct supervision. Has the ability to plan, organize and prioritize daily assignments/ work activities.

**ADA COMPLIANCE**

**Physical Ability:** Tasks involve the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching and crawling, and which involve some lifting, carrying, pushing and pulling of objects and materials of moderate weight (12-20 pounds). Tasks require sufficient hand/eye coordination to perform semi-skilled / skilled repetitive movements, such as data entry, drafting, filing and/or the use of office equipment or supplies.

**Sensory Requirements:** Some tasks require visual and auditory perception and discrimination as well as oral communications ability.

**Environmental Factors:** Office tasks are regularly performed without exposure to adverse environmental conditions. Some field related activities may require temporary and periodic exposure to adverse environmental conditions. Some tasks require exposure to smoke/dusts/pollen, fumes, electric currents, vibrations, machinery hazards, noise extremes, bright/dim light.

*The City of Dunedin is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

Paul Stanek  
Public Works & Utilities Director

10.11.2021  
Date