Fleet Services Division

Job Descriptions

JOB TITLE: Division Director of Fleet

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.

JOB TITLE: Lead Mechanic

GENERAL STATEMENT OF JOB

Under general supervision, maintains and repairs vehicles and various equipment, including automobiles, light to heavy trucks, emergency response vehicles, heavy construction equipment and small engines, owned and operated by the City of Dunedin. Maintains accurate records of time and materials required to complete assigned tasks. Performs supervisory and technical work in vehicle and equipment mechanics as needed. Reports to the Division Director of Fleet.

JOB TITLE: Mechanic

GENERAL STATEMENT OF JOB

Under general supervision, maintains and repairs vehicles and various equipment, including automobiles, light to heavy trucks, emergency response vehicles, heavy construction equipment and small engines, owned and operated by the City of Dunedin. Maintains accurate records of time and materials required to complete assigned tasks. Reports to the Division Director of Fleet.

JOB TITLE: Fleet Inventory Technician

GENERAL STATEMENT OF JOB

Under supervision, orders, stocks and maintains parts and supplies for the Fleet Services Division necessary to maintain fleet operations. Maintains HTE system and related records as it

pertains to inventory control. Works as Mechanic I as needed. Reports to the Division Director of Fleet.

JOB TITLE: Technical Support Assistant

GENERAL STATEMENT OF JOB

Under general supervision, provides technical support to Fleet and Solid Waste staff to ensure effective and efficient operations. Performs related work as directed.