City of Bradenton
Job Descriptions

Job Title: Superintendent - Fleet

Date Prepared: January 14, 2016

Department/Location: Public Works and Utilities – All Sections and Divisions

FLSA Status: Exempt

Bargaining Unit: None

Classification: Essential: This position is an Essential classification and will require employee to report to duty after a hurricane or emergency.

Schedule: This position normally works a regular weekday daytime shift and requires scheduled/unscheduled overtime, including evenings, weekends and holidays and/or immediate response to emergency conditions.

Supervision Exercised: Supervisors and technical staff

Supervision Received: Section Manager

General Purpose of the Position: The Superintendent performs complex supervisory, administrative and professional work in planning, organizing, directing and supervising a Division in the Public Works and Utilities Department.

- Prepares Division budget; monitors and evaluates expenditures.
- Plans, organizes, schedules, supervises and evaluates the work of a large number of employees engaged in the operation and maintenance of electrical systems and traffic signals; reviews proposed plans and specifications with supervisors for expansion, modification and repair of equipment and facilities; plans for future facilities or services expansions and improvements.
- Reviews effectiveness and efficiency of operations and approves corrective measures as necessary; investigates use of new materials and new methods of operation in order to improve efficiency and level of service; prepares reports on Division activities and operations.
- Ensures assigned facilities are operated in accordance with rules and regulations and meet standards set for such operations.
- Establishes Division priorities and schedules projects; works with staff or consulting engineers on design of new facilities or modification of existing facilities; reviews construction activities; prepares technical reports.
- Supervises and participates in the preparation of operating and capital budgets; prepares and approves purchases and requisitions; prepares written specifications for equipment.
- Instructs employees regarding proper work methods and practices and makes periodic inspections to assure that established methods and practices are followed.
- Interviews, selects and/or recommends new hires; supervises, directs and evaluates work of assigned staff; initiates disciplinary or termination actions, as necessary.
- Trains employees as necessary on operations and the use of computer software.
- Coordinates activities of the Division with other divisions; develops procedures for purchasing and Division operations; operates facilities when required.

- Analyzes work practices as well as cost and time records; conducts cost effectiveness studies.
- Serves as liaison with State, County and City departments and divisions to coordinate work efforts; reviews construction plans and specifications.
- Maintains a repair and preventive maintenance program for the Division.
- Prepares specifications for the purchase of equipment and materials and approves requisitions.
- Effectively manages labor and materials.
- Responds to emergency calls as necessary.
- Performs related work as required.

Skills and Physical Abilities Required:

- Considerable knowledge of:
  - Fleet maintenance, repair, replacement, and records programs;
  - Types of automotive and heavy equipment, and of the performance characteristics, operating characteristics and maintenance needs of such equipment;
  - Procurement practices and techniques, either public or private, including purchasing, cost reduction, inventory and quality control;
  - Hazards and safety precautions of large repair shop operations and fleet operations;
  - Material, equipment and operation methods of a large-scale general automotive and heavy equipment fleet and mechanical shop, and the principles and practices of vehicle maintenance, repair and testing;
  - Computer systems and software applications related to fleet management and control; and
  - Alternative fuels and their application to fleet operations.
- Knowledge of effective managerial practices and methods and ability to plan, organize, prioritize, coordinate, assign, and evaluate the work of subordinate employees.
- Knowledge of budgeting and fiscal procedures and methods.
- Knowledge of municipal government organizations.
- Ability to establish and maintain effective operation and maintenance programs.
- Ability to assess overall division effectiveness in carrying out its mission.
- Ability to assess and define training needs of subordinate personnel.
- Ability to communicate effectively, both orally and in writing.
- Ability to maintain records and to prepare reports.
- Ability to identify problems and to initiate solutions and/or corrective measures.
- Ability to analyze systems, identify problems and determine optimum solutions
- Ability to make accurate decisions in emergency situations where consequences of error could be costly
- Ability to plan, direct, manage and supervise required maintenance, repair or replacement work and make estimates of time, cost and materials needed.
- Ability to build and maintain excellent working relationships with officials and employees of other City departments, vendors, contractors and other members of the general public.
- Excellent work history and attendance record.

Equipment Used: Computer, cell phone, telephone, radio. Non-CDL vehicles, light equipment and heavy equipment, power tools and hand tools. If necessary incumbent may operate CDL-class vehicles if properly licensed. Safety equipment and training are provided.

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Education and Experience Required: High school diploma or GED equivalent. Good driving record and valid Florida driver's license. In addition, a minimum of five (5) years supervisory experience as a Supervisor or equivalent experience in the area of practice.

Environmental Conditions: Work is primarily performed indoors where employees are exposed to excessively loud noises, heavy equipment, working in and around petroleum products and hydraulic fluids. Physical effort is required to perform heavy manual labor in confined and cramped spaces and uncomfortable conditions, climb ladders, bend, reach, and stand for long periods of time. Occasional exposure to slippery and/or uneven surfaces; heights above twenty (20) feet; below ground level, with feet, legs and/or hands in water. Occasional exposure to confined spaces. Subject to 24-hour call back for emergency conditions. Appropriate training and safety equipment will be provided for all conditions.

Commercial Driver License (CDL): A Commercial Driver License (CDL) is not required for this position but may be helpful.

Pay Grade: 120 **Salary Range: Minimum:** $21.48/hour **Maximum:** $32.22/hour

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. Duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

Approved:
Department Director: _____ **Date:** 12-29-14

Human Resources ~~Director~~ Manager: _____ **Date:** 1/11/17

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