



DEPARTMENT OF HUMAN RESOURCES

City Hall | 340 North Washington Avenue | Scranton, PA 18503 | 570.348.4246

JOB DESCRIPTION

Title: Fleet Services Supervisor
Department: Department of Public Works
Supervisor: Director of Department of Public Works
Date: March 16, 2023

General Description:

This is supervisory and administrative fleet work. Work is under the general supervision of the Director of Public Works. Duties involve assisting in developing and maintaining a safe, competitive, cost effective, City-wide automotive equipment maintenance and inspection program. Assignments are varied in nature and are carried out in accordance with general instructions and both evolving managerial and standard equipment maintenance, policies, practices, and procedures.

Essential Job Functions:

- Assist in the development and implementation of a City-wide integrated automotive equipment maintenance organization and operations; initiates revisions, as needed;
- Supervises fleet maintenance staff, interviews job candidates, recommends personnel actions, monitors work and evaluates performance, schedules and trains employees;
- Assist with and maintains quality, timely, cost-effective fleet maintenance and inspection operations for all city vehicles; computes automotive equipment maintenance costs; markets these services to city departments;
- Assist with and implement an automotive equipment preventive maintenance program;
- Evaluates conditions of City automotive equipment; determines whether to retain, repair or discard vehicles;
- Maintains records of work performed to appropriately assign costs and to assure currency of maintenance history for each vehicle; maintains or supervises the maintenance of all fleet operational, financial and records;
- Assesses work-site risks and hazards; promote and practice safety initiatives;
- Assist in the preparations of the fleet budget and maintain expenditures within approved budget;
- Controls DPW fleet yard for storage of vehicles and equipment;
- Controls inventory; assist in preparing requisitions; reviews invoices and items purchased and recommend further action as necessary.

Required Training, Experience, Knowledge, Skill, and Abilities:

- Thorough knowledge of gas and diesel automotive equipment and their diagnostic and repair methods, materials and tools;
- Considerable knowledge of automotive equipment maintenance occupational hazards, pertinent safety precautions, and inspection policies and procedures;
- Knowledge of budget development and control and costing vehicle maintenance work;
- Skills in negotiating to provide, automotive equipment maintenance services;
- Ability to plan and organize work effectively;
- Ability to communicate well, orally and in writing;
- Ability to physically and mentally perform all essential job functions;
- Ability to establish and maintain effective working relations with associates and other city officials.
- Four years of journey level automotive or heavy equipment mechanic experience including one year in a supervisory and/or administrative capacity involving costing and/or organizing work and maintaining related records, or any equivalent combination of acceptable education and experience;
- Education equivalent to completion of the twelfth grade.