

## **FLEET SERVICES LEADWORKER**

**PURPOSE:** Coordinate and direct the inspection, maintenance, repair, and operation of City vehicles, equipment, and other fleet maintenance activity.

### **FUNCTIONAL AREAS:**

1. Coordinate and direct the inspection, repair, maintenance, and operation of vehicles such as graders, loaders, and backhoes and related equipment.
  - \* A. Supervise and perform diagnostic tests on vehicles and equipment to identify repair needs.
  - \* B. Priorities and assign repair work.
  - \* C. Supervise maintenance and repair of vehicles and equipment and assist personnel as needed.
  - \* D. Supervise and perform inspections on all new and repaired vehicles and equipment.
  - \* E. Inform appropriate departments of repair needs, provide progress reports, and submit work estimates and final repair costs.
  - \* F. Investigate new products, collect bids, and make price comparisons for parts and equipment.
  - \* G. Authorize purchase of equipment and supplies within established limits of authority.
  - \* H. Assist in designing and monitoring a preventative maintenance plan for City vehicles and equipment.
  
2. Organize and direct the work activities of assigned personnel.
  - \* A. Prioritize, assign work, and coordinate schedules of personnel to ensure completion of work.
  - B. Assist in the hire, transfer, suspension or discharge of assigned personnel.
  - \* C. Establish work standards and assist in conducting employee evaluations.
  - \* D. Monitor work sites to ensure compliance with established methods, guidelines, standards and procedures.
  - \* E. Train personnel in the care and preservation of materials and equipment and in the correct and safe methods and procedures necessary to accomplish their assigned work.
  - \* F. Disseminate information to employees through bulletins and other means of communication.
  
3. Perform record keeping and other administrative duties.
  - \* A. Maintain daily computer service records including work orders, service activity, parts use, warranty information, and inspection records.
  - \* B. Respond to complaints and inquiries via telephone and in person.
  - \* C. Assist in developing division budget by researching and recommending vehicles and equipment and by providing cost estimates.
  
4. Perform additional duties as requested.
  - \* A. Prepare, requisition, and inspect equipment specifications as requested by departments.
  - \* B. Coordinate the requisition, receipt, inspection, storage, and disbursement of parts and equipment in the absence of a Storekeeper.
  - \* C. Coordinate preparation of vehicles and equipment for yearly auction.
  - D. Create design plans to build or modify equipment and tools.
  - \* E. Perform other related duties as assigned.

## JOB REQUIREMENTS

Education and Experience:

- † A. Three (3) years of experience as a heavy or light equipment mechanic, welding or fabricating technician, or a combination of education and experience accepted as equivalent.

License Requirements:

- † A. Possession of MNDOT Vehicle Inspection License or privilege by date of appointment and thereafter.
- † B. Possession of a valid Minnesota Class "B" commercial driver's license or privilege by date of appointment and thereafter.
- C. Ability to obtain a Minnesota Class "A" commercial driver's license if necessary.

Knowledge:

- † A. Knowledge of local, state, and federal laws, regulations, and manuals related to the inspection, diagnosis, repair, outfitting, and maintenance of City vehicles and heavy and light equipment.
- † B. Knowledge of materials management and inventory control procedures.
- C. Knowledge of methods and practices used in designing building plans for equipment such as cranes, hoists, and fences.
- † D. Knowledge of accepted supervisory practices.

Skills:

- † A. Skill in properly inspecting, diagnosing, repairing, outfitting, and maintaining vehicles and related equipment.
- † B. Skill in effectively communicating verbally and in writing.

Abilities:

- † A. Ability to priorities, schedule, and coordinate work effort.
- † B. Ability to warn assigned personnel in all phases of engine and equipment repair, operation, and safety procedures.
- † C. Ability to monitor operations, maintain accurate records, and prepare required reports.
- † D. Ability to establish and maintain effective working relationships with supervisors, subordinates, and the public.
- † E. Ability to write equipment specifications to the appropriate scale.
- F. Ability to investigate new products, collect bids, and make price comparisons for equipment and vehicles.
- † G. Mechanical ability.
- † H. Ability to work under pressure.
- † I. Ability to use a computer to prepare and maintain work orders, invoices, parts use, etc.
- † J. Ability to occasionally move under and over equipment in order to conducting inspections and to perform necessary maintenance or repairs.
- † K. Ability to occasionally lift material up to 50 pounds such as impact wrenches and batteries and to frequently lift materials up to 20 pounds such as hand tools or vehicle parts.
- † L. Ability to work rotating shifts and overtime as needed.
- † M. Ability to attend work on a regular basis.

\* Essential functions of the job.

† Job requirements necessary on the first day of work.

HR:	Union: Basic	EEOC: Technicians	CSB: 19980203	Class No: 1752
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