

CITY OF SALINA
POSITION DESCRIPTION

CLASS TITLE: Fleet Superintendent **GR:** 113 **FLSA:** Exempt **DATE:** 04/16/2025
DEPARTMENT: Public Works **DIVISION:** General Services /Central Garage
REPORTS TO: Operations Manager **APPROVED:** _____ **JOB CODE:** 4012

GENERAL DESCRIPTION:

Under general direction, plans, directs and supervises the city's vehicle and equipment maintenance and repair program. Supervises technicians who inspect, diagnose, service and repair the city's fleet. Responsible for the maintenance and repair of over 700 individual pieces of equipment within six repair bays, two wash bays and a lube pit. Manages the operation, maintenance and repair of the city's fuel site. Operates and oversees the city's computerized fleet management software system. Work requires significant interpretive judgement in variation from established standards and procedures.

TYPICAL DUTIES:

- Directs, schedules and supervises a central program of maintaining and repairing all automotive and power equipment; confers with and advises city staff and others on an equipment replacement program.
- Develops and administers a preventive maintenance program; inspects and diagnoses mechanical defects in automobiles, trucks, graders, rollers, mowers and other mechanical equipment used in road, street, park, utility and police activities; maintains liaison with users regarding equipment and repair needs.
- Directs and monitors the inventory and accounting of parts, fuel, oil and equipment; requisitions parts, supplies and contract work; maintains records of equipment history, maintenance and servicing.
- Directs maintenance at fleet services building and surrounding grounds; ensures service areas are maintained.
- Drafts specifications for the purchase of new automotive, construction equipment, maintenance supplies, and related equipment; recommends vehicles and equipment to be replaced or sold.
- Monitors divisional budget along with preparing annual budget estimates; prepares financial and operating statements; directs billings for fuel charges.
- Trains, supervises and evaluates performance of subordinate personnel.
- Aids in storm related activities such as snow removal and flood works.
- Performs other duties as assigned.

SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS:

Supervises a small number of skilled employees.

MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

Any combination of education and experience equivalent to the following:

- High school diploma or G.E.D. along with supplemented trade school or college level work.
- Must possess a fuel system operator certificate or obtain within thirty (30) days after Kansas Department of Health and Environment (KDHE) examination availability.
- Five (5) years of progressively responsible automotive equipment mechanical repair, or related management experience.
- Two (2) years of experience in a supervisory capacity.
- Must possess a valid Kansas driver's license at hire.
- Must possess a valid Kansas Class B commercial driver's license (CDL) with air brakes, passenger, and tanker endorsements, or obtain within one (1) year from the start date of employment.

The City of Salina will pay enrollment fees and pay wages for employees to attend Class B CDL training at Salina Area Technical College.

RESIDENCY REQUIREMENTS:

This position has a 40-minute response time by way of the most direct route and within the posted speed limits; or must live within the city limits of Salina, Bennington, Minneapolis, McPherson, Solomon, Abilene, or Carneiro.

ESSENTIAL JOB FUNCTIONS:

Establish and maintain effective working relationships with fellow employees, officials and the public. (Daily)
Conduct an effective fleet replacement program. (Daily)
Conduct an effective preventive maintenance program. (Daily)

ESSENTIAL JOB FUNCTIONS (CONT'D):

Effectively inspect and diagnose equipment malfunctions. (Daily)

Establish and enforce safety practices. (Daily)

Prepare and maintain accurate, well-organized and effective records, statements and reports. (Daily)

Prepare sound and accurate budget recommendations and maintain expenditures within budget. (Daily)

Maintain accurate and appropriate inventory of parts, supplies, tools and equipment. (Daily)

Apply and maintain knowledge of the current methods, equipment, materials and tools used in the current automotive and equipment repair trade. (Daily)

Effectively assign and supervise personnel. (Daily)

Conducts special projects as assigned. (Daily)

PHYSICAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:

Work Type: Medium, exerting up to 50 pounds of force occasionally, and/or up to 20 lbs. of force frequently, and/or up to 10 pounds of force constantly to move objects.

Climbing/Balancing: Climbs inclines, uneven surfaces, balance required.

Walking: Occasional amount required.

Stooping/Bending: Occasional bending, twisting required to inspect work.

Stand/Sit: Sit about 70 percent of the time.

Reaching: Frequent, overhead as well as horizontal.

Vision: Adequate to perform essential job functions.

Color Vision: Adequate to perform essential job functions.

Hearing: Adequate to perform essential functions.

Speech: Frequently express ideas and be understood.

Eye/Hand/Foot Coordination: Occasionally operates vehicles and equipment.

Manual Dexterity: Occasionally uses mechanic's hand tools and equipment.

Infectious Diseases: No exposure.

ENVIRONMENTAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:

Inside/Outside: Work inside and occasionally outside.

Cold/Heat: Mostly inside, adverse weather conditions possible.

Wet/Dry: Adverse conditions possible.

Noise/Vibrations: Heavy shop inside.

Hazards: Limited exposure to traffic safety and construction areas.

Fumes/Dust/Odors: Minimal exposure to shop dust, odors and fumes.

Infectious Diseases: Low exposure.

MENTAL REQUIREMENTS OF ESSENTIAL JOB FUNCTIONS:

Ability to read and comprehend technically written material.

Ability to listen to and apply information and instructions.

Ability to organize information for concise written and oral presentation.

Ability to understand and apply mathematical concepts accurately.

Ability to work under some stressful conditions and meet deadlines.

MACHINES, TOOLS, EQUIPMENT AND WORK AIDS USED:

Air and impact tools, air conditioning and coolant equipment, calculator, computers, drills, grinders, hydraulic tools, mechanic's hand tools, pencils, pens, textbooks, timing light, tuning equipment, valve grinders, welders, vehicles.

REMARKS:

The above position description is intended to describe the duties of an employee in general terms and does not necessarily describe all his/her duties.