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**EQUIPMENT SUPERINTENDENT**

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**FLEET MANAGER**

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**Definition:**

Under general direction plans, organizes and manages the activities of the Equipment Division to include all fleet vehicles and equipment; manages the maintenance and repair of City vehicles and equipment; manages capital and operating budgets; develops division objectives; establishes and evaluates work standards and performance; evaluates vehicle and equipment costs and specifications and performs related work as required.

**Essential Duties and Responsibilities:**

The following responsibilities and essential duties are performed on a frequent and recurring basis by an incumbent in the class include the following:. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

—Plans, organizes, manages and evaluates/oversees the daily functions, operations, and activities of the Equipment Division—, including maintenance, repair and improvement of all fleet vehicles and equipment.

—Manages

Participates in the development and implementation of goals, objectives, policies, and priorities for the division; recommends within division policy, appropriate service and staffing levels; recommends and administers policies and procedures.

Participates in the development, administration and oversight of division budget; determines funding needed for staffing, equipment, materials and supplies; ensures compliance with budgeted funding.

Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of assigned programs, service delivery methods and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities and makes recommendations for improvement.

Actively participates in the selection, development, training, supervision/motivation and evaluation of assigned personnel; works with employees to correct deficiencies; recommends and implements discipline and termination procedures.

Prepares estimates of the staffing, materials and equipment requirements for projected activities; and provides technical assistance to staff; develops work schedules and plans assignments.

~~Establishes and reviews division objectives, standards and procedures.~~

Develops and oversees the City's Fleet Vehicle Replacement Program.

Reviews maintenance and repair records and recommends vehicle maintenance and equipment replacement expenditures and the purchase of new vehicles and equipment.

Prepares applicable government maintenance reports regarding fuel, related hazardous materials and emission control.

Evaluates in-house and contract repair and rental costs; inspects work operations and vehicle/equipment repairs as needed.

~~Reviews and modifies~~Inspects work performed to determine compliance to standards; identifies and reports findings and procedures in accordance with performance; takes necessary corrective action.

Conducts safety and other meetings and represents the City and/or the department/division at staff, public and professional meetings and conferences.

~~Prepares and makes oral and written presentations.~~

~~Attends and participates in professional group meetings; stays abreast of new trends and innovations in the area of assignment; researches emerging products and enhancements and their applicability to City needs.~~

Prepares and presents staff and agenda reports and other necessary correspondence related to assigned activities and services; presents reports to various commissions, committees and boards

Conducts a variety of organizational and operational studies and investigations; recommends modifications to assigned programs, policies and procedures, as appropriate.

Serves as a liaison for assigned functions with other City departments, divisions and outside agencies; provides staff support to commissions, committees and task forces, as necessary.

Reviews and analyzes a variety of records, contracts, reports and other data.

~~Prepares, monitors and manages the Equipment Division budget and recommends and evaluates capital, personnel and operating budget outlays.~~

~~Approves requisitions for materials, supplies and equipment and develops cost estimates and specifications for vehicle/equipment auction purposes.~~

~~Prepares and analyzes~~Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval.

Receives, investigates and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.

Directs the establishment and maintenance of working and official division activity, performance, files.

Ensures staff compliance with City and mandated safety rules, regulations and other reports protocols.

~~Confers with and advises a variety of City staff regarding vehicle and equipment costs, budgeting for same, fleet analysis and specifications.~~

Operates a personal computer and uses applicable software to compose/prepare a variety of correspondence, presentations, comprehensive reports and other material.

Drives a vehicle on City business.

#### **Other Duties and Responsibilities Include:**

Performs special projects and tasks as assigned.

Lifts and moves equipment and tools weighing 50 pounds or less.

#### **Class Characteristics:**

~~Equipment Superintendent is a single incumbent division manager position in the Maintenance Services Department and has broad responsibility for the safe, efficient and cost-effective administration of division activities. Assigned duties require substantial independent judgment and initiative.~~

#### **Contacts and Relationships:**

~~The Equipment Superintendent establishes and maintains contact with Maintenance Services Department staff. Additional contact will occur with vendors, contractors, other City staff, the City Manager, City Council members, user departments and divisions, interest groups, the public and their representatives.~~

This is a management classification responsible for planning, organizing, and managing the staff, operations, and activities of the Public Works Equipment Division. Incumbents are responsible for performing diverse, specialized, and complex work involving significant accountability and decision-making responsibilities, which include division budget administration, program evaluation, and recommendation and implementation of policies, procedures, goals, objectives, priorities, and standards related to fleet maintenance. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines.

Bargaining Group: FMA

#### **Qualification Guidelines:**

Equipment Superintendent

Fleet Manager

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The following generally describes the knowledge and ~~abilities which are~~ability required to enter the job and/or be learned within a reasonable period of time in order to successfully perform the assigned duties and responsibilities of this class include the following:

**Knowledge of:**

———~~Effective supervisory and management techniques.~~

——Principles and practices of employee supervision and public sector labor relations related to the direction, evaluation and training of assigned staff, as well as work planning, assignment review and evaluation, and discipline.

Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and project management.

Principles and practices of budget development and administration.

Principles and practices of leadership.

Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.

Applicable federal, state, and local laws, regulatory codes, ordinances and procedures relevant to assigned areas of responsibility.

Organization and management practices as applied to the development, analysis and evaluation of programs, policies and operational needs of the assigned area of responsibility.

Principles and practices of contract administration and management.

Principles, practices, tools and materials as they relate to maintenance and repair of automotive, diesel, electric and hydraulic vehicles and equipment.

Contract management practices in a public agency setting.

Practices of researching operations and maintenance issues, evaluating alternatives, making sound recommendations and preparing and presenting effective staff reports.

General principles of risk management related to the functions of the assigned area.

Operational characteristics and maintenance of a variety of specialized vehicles, tools and equipment required for the work.

Mathematical principles.

Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory and legislative organizations.

Recent and on-going developments, current literature and sources of information related to the operations of the assigned division.

Methods and techniques of preparing technical and administrative reports, and general business correspondence.

City and mandated safety rules, regulations and protocols.

Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors and City staff.

English usage, syntax, spelling, grammar and punctuation.

Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Principles, practices, methods, materials and equipment used in the maintenance and repair of automotive, diesel, electric and hydraulic vehicles and equipment.

Operating principles of internal combustion and diesel engines and electrical and electronic systems and related components.

—Alternative fuel vehicles and vehicle related electronic equipment.

Preventative maintenance scheduling, life cycles of vehicles and equipment and costing techniques; vehicle and equipment performance and maintenance specifications.

—Techniques of research and analysis and methods of making effective oral and written presentations.

—Customer service and conflict resolution techniques.

~~—Applicable laws and regulations related to vehicle and equipment issues and legal issues related to areas of responsibility.~~

~~—Safety regulations, practices and procedures.~~

~~—Budgeting methods and procedures.~~

~~—Computer applications related to area assigned.~~

~~—Contract administration related to area assigned.~~

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**AND**

**Ability to:**

~~Equipment Superintendent~~

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—Plan, organize, oversee and manage and evaluate the Equipment Division program staff and operations.

Be a self-starter and self-motivated; ability to perform with minimal supervision.

Proactively identify, communicate and address operational, logistic and personnel deficiencies.

Develop and implement goals, objectives, practices, policies, procedures and work standards.

Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.

Provide administrative, management and professional leadership for the division.

Select and supervise staff, provide training and development opportunities, ensure work is performed effectively and evaluate performance in an objective and positive manner.

Understand, interpret and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.

Evaluate and develop improvements in operations, procedures, policies, or methods.

Administer complex and technical operations, maintenance and related programs in an independent and cooperative manner.

Read and interpret technical information from manuals, drawings, specifications, layouts, blueprints and schematics.

Perform mathematical calculations.

Respond to complaints or inquiries from citizens, staff and outside organizations.

Prepare clear and concise reports, correspondence, policies, procedures and other written materials.

Research, analyze and evaluate new service delivery methods, procedures and techniques.

Analyze, interpret, summarize and present technical information and data in an effective manner.

Conduct complex research projects, evaluate alternatives, make sound recommendations and prepare effective technical staff reports.

Effectively represent the division and the City in meetings with governmental agencies, community groups, various businesses, professional, and regulatory organizations, and in meetings with individuals.

Direct the establishment and maintenance of a variety of filing, recordkeeping and tracking systems.

Independently organize work, set priorities, meet critical deadlines and follow-up on assignments.

Handle job stress and maintain composure in public settings.

Establish, maintain and foster positive and effective working relationships with those contacted in the course of work.

Interpret and apply applicable laws and City and division/department rules and regulations.

~~Select, train, supervise and evaluate division employees.~~

Use tact, initiative, prudence and independent judgment within general policy, procedural, and legal guidelines; make sound decisions in accordance with established procedures and policies.

Understand and carry out oral and written instructions; initiate and carry out required procedural assignments and use independent judgment and initiative.

Adhere to multiple deadlines and handle multiple projects.

Assist in trouble shooting repairs to vehicles and equipment and recommend the purchase of new and/or replacement vehicles and equipment.

Research and prepare performance reports, correspondence and budget recommendations concerning personnel, materials, vehicle and equipment utilization, capital outlays and safety practices.

~~Establish and maintain effective relationships with those contacted in the course of work.~~

~~Read at the level required for successful job performance.~~

Communicate ~~effectively~~clearly and concisely, both orally and in writing.

~~Meet the public with courtesy, using appropriate English grammar and tact~~syntax.

~~Operate a personal computer and use applicable software.~~

~~A typical way to obtain the knowledge and abilities is as follows:~~

#### Education:

Bachelors Degree in Business Administration, Public Administration

#### Education, Training and Experience:

Any combination of education, training and experience, which provides the required knowledge, skills, and abilities, is considered qualifying. A typical way to obtain the required qualifications is:

- Bachelor's degree in business administration, public administration or a related field from an accredited college or university.

**AND**

**Experience:**

- Six years of progressively responsible experience in the management of vehicle servicing to include some experience in equipment service management and four years of supervisory experience.

**Special Requirements Include:**

Valid and appropriate California Drivers License and acceptable driving record at time of appointment and throughout employment in this position. Employees in this classification will be enrolled in the Department of Motor Vehicles Government Employer Pull Notice Program.

Must be able to work flexible and extended hours to accommodate City needs and be available to respond to emergency calls as needed.

~~The City of Fullerton's Conflict of Interest Code requires that the Equipment Superintendent file financial disclosure statements in accordance with state and local laws.~~

**Physical Tasks and Working Conditions Include the Following:**

Work is performed in an office environment and in an open automotive shop. The incumbent uses a computer, keyboard and related equipment and drives a vehicle on City business. When work is performed in the automotive shop the incumbent may grasp, lift and move tools and equipment weighing 50 pounds or less, be exposed to heat and cold, machinery/vehicle noise, -traffic, vehicles and mechanical hazards, fumes, exhaust emissions, grease, engine oils, solvents, chemicals, dust, electrical hazards and vibration. The incumbent stands and walks on level and slippery/uneven surfaces, twists, bends, pushes, pulls, reaches, grasps, crouches, climbs stairs, reaches, bends, crawls and assists in the testing of and is exposed to a wide variety of hand and power tools, farm and construction equipment. The incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing, sense of smell and dexterity levels appropriate to the duties to be performed.

**Fair Labor Standards Act Designation:** Exempt—~~Administrative.~~

Revised May 2025 including title change from Equipment Superintendent

Revised March 2007;

Revised June 2000;

Revised August 1991

~~Equipment Superintendent~~

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