

City of Salem
CLASS SPECIFICATION

CLASS. TITLE:	Fleet/Warehouse Superintendent	CLASS. CODE: 0668
DEPARTMENT:	General Services	FLSA: E
REPORTS TO:	General Services Director	DATE: 7/1/2002

Job Summary:

Supplies all City organizations with the vehicles and work equipment to perform their work, including acquisition, upfitting, maintenance and eventual disposal of the equipment. Provides warehouse services and materials needed by the various City organizations in their work.

Essential Job Functions

(All functions may not be performed by all incumbents.)

1. Supervises division employees through subordinate management personnel; conducts meetings, maintains dialogue with managers and employees; provides recognition; disseminates information; provides feedback; issues disciplinary actions in compliance with personnel rules; and monitors all hiring processes.
2. Operates division in accordance with management and budgetary standards/requirements; meets project deadlines, ensures equipment is safely maintained; ensures replacement equipment is purchased properly and timely.
3. Prepares specifications per City and Purchasing guidelines; submits specs to Purchasing; submits PO's for fleet purchased equipment; coordinates purchases with other departments and arranges demos when appropriate; obtains requesting department signatures as needed.
4. Prepares bids for all fleet replacement equipment; works with Purchasing when approvals are obtained by requesting department and Director.
5. Ensures detailed inspections are made of every new equipment piece received to make certain specs are met; carries out make-ready program for new equipment.
6. Maintains equipment availability status to compare with department goals; meets with Director to assess downtime, rates, technician hours available, overtime, etc. and makes recommendations for changes/improvements.
7. Operates a convenient and effective warehouse supply program; ensures warehouse is stocking necessary materials and supplies for City departments.
8. Develops and maintains positive professional working relationships with supervisors, subordinates, industry peers, vendors and the public; maintains confidentiality of City and personnel matters; develops network of industry resources and contacts; maintains professionalism in all communications; ensures Fleet Services staff are constructive and considerate to Fleet customers.
9. Promotes team building; encourages and motivates employees to work effectively with high integrity and dedication.
10. Provides employee training to ensure productivity, safety and compliance with departmental work requirements. Reviews training materials and selects relevant courses for employees; reviews and approves requested training for subordinates; ensures employees' compliance with mandatory training; observes performance of management employees, performs work reviews and performance appraisals, and makes suggestions for improvements after discussing with Director; submits appraisals to Personnel.
11. Prepares and monitors budget; ensures expenditures are consistent with approved budget; makes budget presentations to Budget Committee and City Council; seeks means of cutting costs and increasing revenues; provides reports as needed.
12. Prepares special reports for the Director to make decisions and provide

City of Salem
CLASS SPECIFICATION

recommendations to the City Manager; ensures adequate data is presented for policy decisions.

Important Job Functions

1. Oversees the purchase and installation of new Equipment Management Software System..
2. Meets with Director for weekly scheduled meeting as required.
3. Ensures equipment and parts are purchased through competitive annual bid process.
4. Disposes of surplus equipment as needed via auctions.
5. Fills vacant positions in a timely manner.
6. Chairs City's Vehicle Users Group to provide feedback on current and future issues.
7. Prepares policies and procedures dealing with employee productivity and cost containment.
8. Keeps work plans up to date for each position in division.
9. Ensures division records are kept on file for required length of time.
10. Attends meetings and various training seminars and conferences as required.
11. Performs other duties as required by supervisor.

MATERIAL AND EQUIPMENT USED:

- Desktop computer
- Calculator
- Miscellaneous office automation equipment, i.e. – fax, phone, copier, etc.

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's degree from an accredited college or university in Fleet Management or a related field; and,

Five to Seven (5-7) years of experience in a related field; or,

Any combination of education, experience and training which provides the required knowledge, skills, and abilities to perform the essential functions of the class.

License(s) and Certification(s):

- Certified Automotive Fleet Manager desirable.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Contemporary office practices and procedures and basic office software products.
- General management and fleet management principles.
- Budgeting and accounting principles.
- General mechanical principles of operation for fleet equipment and materials management.
- Legal and regulatory environment in which business and fleet/warehouse operations are conducted.

City of Salem
CLASS SPECIFICATION

Ability to:

- Communicate effectively verbally and in writing to a wide range of individuals.
- Delegate work and have work properly performed through others.
- Work constructively with people from a wide variety of technical, professional, and administrative backgrounds.
- Speak and present effectively in front of large groups.
- Operate computers and work with automated systems and in their selection and productive employment.
- Work independently, analyze information and make appropriate decisions.
- Comprehend and apply concepts for enhancement and efficiency of department and general operations.
- Establish and maintain effective working relationships with individuals, coworkers, other agencies and the public.
- Maintain required work hours and attendance.

Physically able to:

- Sit, keyboard, write, hear and speak for extended periods.
- Stand occasionally for extended periods.
- Bend, kneel, stoop or climb stairs.
- Lift up to 20 pounds.

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties or roles performed by personnel so classified. It is as well intended to be compliant with the Americans with Disabilities Act.