

# **SAN BERNARDINO MUNICIPAL WATER DEPARTMENT CLASSIFICATION SPECIFICATION**

**TITLE: FLEET/WAREHOUSE SUPERVISOR**

**DATE: 11/15/2016**

**JOB CODE: 51782**

**FLSA STATUS: EXEMPT**

**UNIT REPRESENTATION: MID-MGMT**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

## **DUTIES SUMMARY**

Under general direction, to schedule, monitor, and supervise the work of the Fleet and Warehouse sections, including the receipt, unloading, unpacking, storing, issuing, packing, loading, and delivery of tools, supplies, equipment and materials and mechanical repair on automotive equipment and other gas and diesel powered construction and maintenance equipment; to perform accurate record keeping of stored inventory; to supervise and coordinate the activities of subordinates performing and assisting in these functions; and to perform related work as required.

## **DISTINGUISHING CHARACTERISTICS**

The single position class of Fleet/Warehouse Supervisor is the supervisory level in the Fleet and Equipment Maintenance Series responsible for managing the acquisition and maintenance of Department vehicles; ensuring safe operations and compliance with regulations relating to the storage and disposal of hazardous substances and vehicle requirements; supervising central warehouse activities and inventory; and researching and preparing a variety of studies and reports related to current and long-range Department fleet needs and requirements and developing recommendations/proposals to meet them. Supervision is received from the Deputy General Manager or designee. Supervision is exercised over equipment mechanics, technical, and administrative/clerical staff as assigned.

## **EXAMPLES OF DUTIES**

*The following duties are typical essential duties for positions in this classification. Any single position may not perform all of these duties and/or may perform similar related duties not listed here:*

- Provide courteous and expeditious customer service to the general public and City and Department staff;
- Routinely adhere to and maintain a positive attitude toward City and Department goals;
- Plan, schedule, monitor, and supervise the work of staff assigned to the Fleet section;
- Plan, schedule, monitor, and supervise the operation of a warehouse and yards storage facility;

- Set work priorities, train, evaluate, select and recommend advancement and discipline of subordinates;
- Participate in the development, implementation, and maintenance of Department goals, objectives, policies, and procedures; review and evaluate work methods and procedures for improving organizational performance;
- Coordinate the selection, orientation, training, and evaluation programs for new equipment; if training cannot be completed in-house, coordinate with and outside vendor or with the Safety Manager if safety is a concern;
- Establish storekeeping methods, arrangement of warehouse, and record keeping methods;
- Receive, unload, unpack, store, and maintain a variety of tools, supplies, equipment, and materials;
- Pack, load, ship, and deliver tools, supplies, equipment, and materials;
- Issue tools, supplies, and equipment;
- Inspect incoming shipments to ensure that the quantity and quality of goods received conform to requisition specifications, invoices, purchase orders, shipping documents, and/or packing slips;
- Notify Buyer, or designee, when warehouse stocks reach a minimum level;
- Coordinate delivery dates with vendors;
- Operate a forklift, pallet jack, hand truck, and light truck in placing or moving stock;
- Dispose of surplus and obsolete materials;
- Prepare requisitions for replacement of tools, supplies, equipment, and materials;
- Interpret purchase orders for compliance with terms;
- Maintain records of supplies, equipment, and materials received, stored, and issued;
- Maintain files of stock descriptions and purchase orders;
- Oversee interoffice mail delivery, ensuring timely delivery/pick-up;
- Direct fleet maintenance and repair activities including planning, estimating, scheduling, inspecting, and monitoring work performed;
- Develop annual budget for the Fleet section; review budget requirements for all divisions for vehicle needs/purchases/supplies.
- Maintain records of repairs and maintenance work performed on each vehicle and piece of Department equipment;
- Prepare Monthly Regulatory Compliance Reports for AQMD, CHP, SB County Hazardous Materials, and others as directed;
- Ensure workplace health and safety requirements are met; ensure the Department's safety program and goals are implemented and carried out in the warehouse and Fleet section; propose safety requirements to be followed in the maintenance and repair of vehicles and equipment;
- Monitor developments related to equipment and vehicle acquisition and maintenance, evaluate impact, and implement policy and procedure improvements; analyze proposed state and federal law,

regulations, and court decisions for their impact on Department practices and operations; recommend and implement policy and procedure changes consistent with requirements;

- Ensure activities of the Fleet section are in compliance with ASHA, AQMD, Air Resources Board, Fire Department regulations, County regulations, and other applicable regulations;
- Direct or conduct research and analysis of the Department's Fleet needs and requirements and recommend appropriate actions and implement programs;
- Serve as a liaison for the Fleet section with other Divisions, sections, vendors, and outside agencies; negotiate and resolve sensitive and controversial issues;
- Monitor and maintain fuel and fluids inventories;
- Prepare monthly operational reports for the Department's vehicles and equipment;
- Record daily shop labor hours for each job;
- Requisition supplies, parts, gas, diesel fuel, and oil as necessary;
- Advise Deputy General Manager or designee of repair work to be contracted out;
- Inspect and diagnose mechanical defects in automobiles, trucks, tractors, backhoes, skip loaders, cranes, trenching machines, air compressors, welding equipment and other mechanical equipment used in water system maintenance and construction;
- Oversee the disassembling of motors and general overhauling, valve grinding, ignition and carburetor system adjustments, and transmission and differential overhauls;
- Supervise the repairing of generators, starters, universal joints, lighting systems, wheel bearings, hydraulic systems, and fuel pumps;
- Make or oversee emergency repairs out of the shop;
- Oversee repairs of vehicles, equipment and power lawnmowers, cement saws, and portable pumps;
- Establish standards of performance for each position supervised; conduct performance evaluations; check and correct work in progress and upon completion;
- Perform the more difficult work of the units;
- Implement vehicle procurement strategy and policies; forecast vehicle needs;
- Inspect/maintain mechanical equipment and vehicles; maintain an adequate amount of properly serviced vehicles that comply with all environmental requirements; prepare documents to license Department vehicles;
- Develop and maintain effective working relationships with suppliers;
- Operate Department vehicles; and
- Perform related work as required.

## **QUALIFICATIONS**

*Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:*

**Knowledge of:**

- Principles, methods, and practices pertaining to the operation of an equipment maintenance and repair shop;
- Principles and methods used in a program of preventive maintenance;
- Principles of organization, supervision, and employee training;
- Supervision, operation, maintenance, and scheduling of equipment repair work;
- Storeroom procedures to include receiving, inspecting, storing, issuing, packing, and shipping of supplies;
- Stock record and control methods and procedures;
- Inventory methods;
- Computer experience with knowledge of Microsoft Office programs;
- Appropriate safety precautions and procedures;
- Department of Transportation Class "A" and "B" vehicle inspection regulations and reporting requirements;
- Regulatory compliance requirements for OSHA, AQMD, Air Resources Board, Fire Department, CHP, SB County Hazardous Materials;
- Proper English usage, spelling, grammar, and punctuation;
- Business math;
- Record keeping methods;
- Maintenance and replacement of utility fleet;

**Ability to:**

- Supervise and train others in the daily technical and administrative support activities of the warehouse and Fleet and Equipment Maintenance Section;
- Maintain accurate records of materials, supplies, and equipment received, stored, and issued;
- Plan arrangement of store and warehouse to physically handle a variety of materials, supplies, and equipment;
- Estimate future supply needs and develop procedures to ensure that adequate stock levels are maintained;
- Make arithmetic calculations with accuracy;
- Perform manual labor;
- Operate a forklift;
- Plan, direct, and assist when necessary in a variety of mechanical maintenance and repair work;

- Plan and schedule work assignments; set priorities for, provide training for, evaluate, select, and recommend advancement and discipline of subordinates;
- Supervise the diagnosis and inspection of mechanical equipment trouble and determine necessary repairs;
- Estimate labor and material costs and requirements for major mechanical maintenance;
- Supervise and schedule a preventative maintenance program and maintain accurate records;
- Make decisions and complete assignments;
- Understand and carry out oral and written instructions;
- Establish and maintain effective relationships with those contacted in the course of work;
- Communicate effectively with subordinates, peers, and superiors in oral and written English;
- Prepare clear, concise, and accurate oral and written reports;
- Read, understand, and apply complex materials;
- Work independently;
- Proficiently use personal computers using MS Office software;
- Adhere to and comply with safety standards and the proper use of safety equipment;
- Maintain a driving record which meets Vehicle Code Standards and is acceptable to the Department and its insurance carrier;
- Operate vehicles and construction equipment observing legal and defensive driving practices;
- Respond to emergency situations and after hour service calls; and
- Work under moderate stress conditions.

### **MINIMUM QUALIFICATIONS**

*An employee within this classification may be designated as a “key responder” and as such shall be required to respond to non-normal working hour emergency operational conditions.*

Education: Graduation from high school or equivalent,

And

Experience: A minimum of three (3) years of increasingly responsible experience in a supervisory or lead capacity in the receipt, storage, inventory, and issuance of tools, supplies, equipment and materials in a central warehouse or stockroom operation and with the ability to make fleet decisions on the purchase of vehicles and construction equipment, working with fleet department mechanics, and an understanding of the mechanical principles of vehicles and construction equipment repairs. Experience in a government setting is preferred.

**NECESSARY SPECIAL REQUIREMENTS**

Must possess and maintain a valid Class "C" California driver's license at time of appointment. Note: For out-of-state applicants, a valid driver's license is required, and a valid Class "C" California driver's license is required within ten (10) days after appointment (Vehicle Code 12505c).

**PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS**

Work involves moderately heavy physical labor and exposure to potential physical harm, hazardous chemicals, and infectious disease. Incumbents may work in a variety of environmental conditions, indoors and out, including wide temperature variations, noise, vibrations, fumes, odors, and dust. There is frequent need to stand, sit, stoop, walk, and perform other similar actions during the course of the workday. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

Incumbents require sufficient mobility to work in a garage, warehouse, and/or field setting and operate heavy equipment, transport materials and supplies weighing up to 50 pounds, and to travel to various locations. Must be able to see in the normal visual range with or without correction with vision sufficient to read small print, computer screens and other printed documents. Must be able to hear in the normal audio range with or without correction. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

**CAREER LADDER**

**From:** Fleet/Warehouse Supervisor

**To:** Purchasing Supervisor

**Job Description:**

BOWC Approved:	<u>12/16/1997</u>
Rev:	<u>8/23/2005</u>
Rev/Title Change Appr:	<u>12/20/2011</u>
Rev/Title Change Appr:	<u>8/19/2014</u>
Rev. Appr.	<u>11/15/2016</u>

**Testing Standards:** CS App Review/CS Supp App Review

CSB Approved:	<u>9/25/2001</u>
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