

**CITY OF FORT ST. JOHN  
POSITION DESCRIPTION**

**Class Title:** Fleet Maintenance Supervisor  
**Department:** Public Works & Utilities  
**Date:** April 2024

**NATURE AND SCOPE OF WORK**

The Fleet Maintenance Supervisor is responsible for the overall status of the repair and maintenance of all vehicles and equipment used by the City including directing job assignments and supervising the work of other technicians. This position requires a good working knowledge of all tools and equipment required to diagnose, troubleshoot and repair possible problems that may be experienced with diesel and gasoline engines, both electronic and non-electronic; transmissions, manual and automatic as well as electronic; vehicle suspensions; braking systems, air and mechanical as well as ABS systems.

**SUPERVISION RECEIVED**

Works under the direct supervision of the Roads Superintendent. May report to the Director of Public Works for special projects and assignments.

**SUPERVISION EXERCISED**

Supervises Fleet Technicians (Mechanics)

**KEY RESPONSIBILITIES**

Performs automotive and heavy-duty mechanical work including, but not limited to:

- Operating various diagnostic instruments and various hand, electric, and air-driven tools, as well as testing, servicing, and repairing vehicles and mechanical equipment.
- Inspects, adjusts and replaces necessary units and related parts in the performance of repair and maintenance work.
- Repairs brake, engine, electrical, fuel, hydraulic, transmission, ignition, air, exhaust, axle assemblies and related systems.
- Cuts and welds metal and performs body repair, touch-up and related work.
- Provides emergency field assistance to disabled equipment as needed and appropriate.
- Supervises and trains assigned staff; assigns, oversees and evaluates their daily work; assists with the selection, formal evaluation and professional development planning of staff.
- Responsible for determining the appropriate method of repair; determines, calculates and secures the proper materials and supplies; inspects services provided by contractors or vendors for compliance with performance standards.
- Recommends and assists with the overall planning and evaluation of preventive maintenance schedules for all vehicles and mechanical equipment.
- Evaluates the status of mechanical equipment and vehicles and schedule needed

repairs.

- Recommends and assists with purchasing equipment, parts, and supplies used for vehicle and mechanical system maintenance.
- Conducts various analyses and inspections of vehicles and mechanical systems to determine the most cost-effective means of maintenance, repair or replacement.
- Assists with preparing the fleet's operational budget in accordance with City policies and procedures; monitors budget to ensure that expenditures and revenues are in line with budget projections; provides input, analysis, and recommendations on budget processes, including insight and examples for enhancing revenue or streamlining expenditures.
- Performs the duties of the preventative maintenance (PM) manager for the Commercial Vehicle Inspection Program (CVSE).
- Assists with ensuring the annual insurance for the fleet coverage is appropriate within the categories of vehicles and equipment insured.
- Assists in the disposal of vehicles and equipment deemed surplus and liaises with the Finance Department to ensure the tangible capital asset records are up to date.
- Assists with and provides the technical specifications for fleet replacement
- Responsible for the preparation, implementation and maintenance of records, reports and other specialized maintenance records of equipment and mechanical equipment as required, including reporting.
- May serve on various employee committees.
- Performs other related duties as assigned.
- Contributes to a positive work environment by modelling a respectful workplace, as per City policy.
- Adheres to the Contractor Coordination program for all contractors coming on City sites.
- Complies with the organizational safety program and ensures that all WorkSafe and other legislative safety requirements are met. Reviews all accidents and incidents and recommends changes necessary to ensure a safe environment for all staff and participants. Provides safety orientations to new employees, delivers safety crew talks and tailgate meetings for fieldwork as required.

## **PERFORMANCE FACTORS**

- Knowledge, Ability and Skills
- Customer Service
- Quantity of Work
- Cooperation
- Reliability
- Attendance and Punctuality
- Compliance
- Health & Safety

## **REQUIRED QUALIFICATIONS, LICENSES, CERTIFICATES & REGISTRATIONS, KNOWLEDGE, ABILITY & SKILLS**

- Completion of high school education or equivalent
- Valid BC or Interprovincial Journeyman's Automotive Certificate, Heavy Duty Mechanics Certificate or Interprovincial Truck and Trailer Mechanic Certificate
- L.P.G. Certification Electric Vehicle Endorsement, or ability to obtain
- Management Skills for Supervisors Certificate or equivalent course
- Valid Class 3 B.C. Driver's License with Air Endorsement
- Minimum seven (7) years experience as a mechanic
- Minimum three (3) years supervisory experience
- Authorized vehicle inspector and facility operator with the Commercial Vehicle Safety and Enforcement Program
- Thorough knowledge of mechanics; considerable knowledge of gas and diesel engines, transmission, hydraulics, fire pumps and valves, generators, welding, price trends and grades or quality of materials and equipment.
- Working knowledge of the hazards and safety precautions common to municipal maintenance and repair activities.
- Working knowledge of the practices, methods, materials and tools used in modern equipment maintenance.
- Ability to establish and maintain effective preventive maintenance programs, policies and procedures.
- Ability to communicate effectively verbally and in writing
- Ability to establish and maintain effective working relationships with employees, supervisors, vendors and the public.
- Ability to operate heavy equipment for road testing and checking the components.
- Ability to work in a team environment.
- Demonstrable ability to effectively use computer applications related to the position and duties (WORD, Excel, Outlook).
- Excellent interpersonal skills and demonstrated ability to handle a complex and varied workload
- Exemplary customer service skills
- Ability to exercise sound judgment in the interpretation and application of related policies and procedures

## **TOOLS AND EQUIPMENT USED**

Motorized vehicles for mechanical testing purposes, power and hand tools and equipment for vehicle and mechanical system work; mechanic's tools including jacks, hydraulic lifts, air tools, and other tools required for minor repairs and routine maintenance of motorized vehicles; electronic vehicle diagnostic equipment; personal computer, calculator, phone; mobile or portable radio.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works near moving mechanical parts or in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes, toxic or caustic chemicals.

The employee must frequently lift and/or move up to 25 kg and occasionally lift and/or move up to 50 kg. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

The noise level in the work environment is moderately noisy.

## **GENERAL**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

This is a position in the BC General Employee's Union.