



## **Fleet Mechanic Supervisor**

**Category:** Classified/Excluded  
**Pay Grade:** C25  
**Job Code:** 12984

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### **JOB SUMMARY**

This is highly skilled mechanical and related supervisory work coordinating the maintenance and repair activities for a complex organization responsible for fleet and equipment maintenance, plus other highly specialized mechanic and electro-mechanic work. Incumbents exercise supervision over certification mechanics and operate with a high degree of independence. The class applies to multiple positions that are mechanical in nature with the incumbent required to possess special qualifications and certifications such as those commonly found in automotive and electrical power emergency power generation systems. Incumbent assignments may encompass a diverse range of highly specialized services and critical functions such as the county's automotive fleet and construction equipment pool or Pinellas County's portable and stationary emergency power generation systems. Duties include conferring with and utilizing various departments' resources and other fleet and emergency power support services. Incumbents assigned principal responsibility for emergency power generation are required to apply a high level technical expertise in alternating current (AC) voltages up to 4160V, 3 phase and apply expert skills in supervising activities related to electrical power systems safety. The position reports to a manager, supervisor or designee.

### **ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)**

- Supervises a staff of subordinate employees engaged in the maintenance and repair of a wide variety of automobiles, trucks, heavy equipment, vans, electro-mechanical power generation systems, or related equipment;
- Performs performance appraisals for subordinate staff;
- Provides supervisory direction and direct oversight in the diagnoses and repair of vehicles, equipment, or emergency generators and power generation systems;
- Estimates repair requirements and implements action plans based on nature and criticality of assignment or projects;
- Schedules work and assignments for routine or short notice maintenance requirements as well as major projects;
- Maintains a variety of records relating to work orders, activity logs, parts requisitions and related matters;
- Coordinates the training of assigned mechanics and other support personnel;
- Plans and ensures orders for materials required to perform repairs as required by technicians and related staff members;
- Performs cost/benefit analysis of required and completed repairs and determines, prioritizes, and assigns workload based on criticality assignment;
- Schedules and performs preventive maintenance;
- Schedules and prioritizes automotive and other power unit repairs, replacements, rebuilds and modifications to generators, motors, electrical power switching mechanisms, control relays, and associated system components;
- Inspects operational areas for adherence to safety standards;
- Ensures that tools and equipment are maintained and utilized in a safe and efficient manner and inspects rolling stock for adherence to safety standards and regulations;

- Monitors certification mechanic productivity based on established benchmark standards and performance measures;
- Coordinates operational activities with other division sections, County departments, and municipalities to ensure the completion of assigned work;
- Provides sectional input for preparation of division operating and capital improvement budgets;
- Manages section budget;
- Monitors vendor performance;
- Provides input in the development of parts and services contracts;
- Provides input to and implements division strategic plan;
- Participates in process improvement activities and implements new operational processes;
- Performs other related job duties as assigned.

## QUALIFICATIONS

### **Education and Experience:**

Six (6) years of fleet vehicle and automotive mechanic journeyman level experience in the assigned fleet duties; or Six (6) years of electro-mechanical emergency power systems mechanic journeyman level experience in the assigned field of maintenance and repair of facilities' emergency generators and power generation control systems that includes technical expertise and responsibility for AC voltages up to 4160V, 3 phase power systems; or Six (6) years employment in a combination of these journeyman level tasks; or an equivalent combination of education, training and/or experience.

### **Special Qualifications (May be required depending on area of assignment):**

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Possession and maintenance of Automotive Service Excellence (ASE) certification to include brakes, steering and suspension in either heavy trucks or automobiles.
- Possession and maintenance of Mobile Air Conditioning Society certification and ASE air condition certification.
- Possession and maintenance of ASE certification in Diesel Engines T-2.
- Possession of three (3) years journeyman level experience in gasoline and diesel engine repair and maintenance.
- Possession and maintenance of Electrical Generating Systems Association (EGSA) certification as an Electrical Generator Systems Technician within one (1) year of appointment.
- Possession and maintenance of a valid Pinellas County electrician journeyman level certification of Competency.
- Other highly desirable knowledge, skills, abilities, and credentials required for a specific position.

### **Knowledge, Skills and Abilities:**

- Knowledge and expert skills in one or more specialized assignment areas covering diesel and gasoline engines, generators, engine governors, generator and engine control gears and electro-mechanical switching mechanisms;
- Knowledge of electrical, electronic, hydraulic, pneumatic, vacuum and mechanical systems and components of motorized vehicles and equipment;
- Knowledge of the principles of automotive mechanics, design, occupational hazards and safety precautions;
- Skill in troubleshooting and determining reasons for malfunctions in electrical and mechanical components and control systems and correcting of same;
- Ability to display courtesy and professionalism in dealing with customers;
- Ability to endure long periods of standing, walking, or working in inclement weather and possession of sufficient physical strength and agility to lift and move heavy objects;
- Ability to maintain effective working relationships with managers, supervisors, employees, vendors and others;

- Ability to lead and train technical personnel to perform a combination of skilled trades' tasks including those in the fields of electrical, plumbing, mechanical, welding and other trades;
- Ability to perform heavy manual work for extended periods in inclement weather; and
- Ability to plan, assign, supervise, and evaluate the work of subordinates; recommend and implement improvements;
- Ability to read and interpret complex electro-mechanical wiring diagrams and schematics;
- Ability to train, supervise and review the work of assigned subordinates; and
- Ability to use and train others in the use of tools, machines, test instruments and repair manuals used in fleet maintenance and fleet electro-mechanical services.

### **Emergency Power Generation Systems**

- Knowledge and expert skills in maintenance and repair of large complex facilities' emergency power generation and control systems;
- Knowledge and expert skills in the installation, modification, repair, and maintenance of electro-mechanical systems;
- Knowledge of operating and repairs to public works equipment and portable and stationary emergency power generation systems;
- Knowledge of the occupational hazards and related safety precautions of the trade, including the supervision of those working with AC voltages up to and including 4160V, 3 phase equipment;
- Skill in the use of tools, machines and testing instruments used in the diagnosis, repair and overhaul of power generation units and control systems components;
- Skill in troubleshooting and determining reasons for malfunctions in electrical and mechanical facilities' emergency power generation systems and correcting of same.

### **PHYSICAL/MENTAL DEMANDS**

The work is very heavy and requires exerting in excess of 100 pounds of force occasionally and in excess of 50 pounds of force frequently, and in excess of 20 pounds of force constantly to move objects. Additionally, the following physical abilities are required:

- **Balancing:** Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- **Climbing:** Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
- **Crawling:** Moving about on hands and knees or hands and feet.
- **Crouching:** Bending the body downward and forward by bending leg and spine.
- **Feeling:** Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- **Fingering:** Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- **Grasping:** Applying pressure to an object with the fingers and palm.
- **Handling:** Picking, holding, or otherwise working, primarily with the whole hand.
- **Hearing:** Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- **Kneeling:** Bending legs at knee to come to a rest on knee or knees.
- **Lifting:** Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- **Mental acuity:** Ability to make rational decisions through sound logic and deductive processes.
- **Pulling:** Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- **Pushing:** Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- **Reaching:** Extending hand(s) and arm(s) in any direction.
- **Repetitive motion:** Substantial movements (motions) of the wrist, hands, and/or fingers.
- **Speaking:** Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.

- Standing: Particularly for sustained periods of time.
- Stooping: Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Visual acuity: Have close visual acuity such as color differentiation, depth perception, and adequate field vision.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

#### **WORKING CONDITIONS**

Incumbent regularly make decisions that could lead to major community or organizational consequences if there is a failure to make the appropriate decision at the time.