CITY OF SANTA FE SPRINGS invites applications for the position of:

FLEET SECTION SUPERVISOR (FULL-TIME)

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<th>SALARY:</th>
<th>$5,190.22 - $6,429.39 Monthly</th>
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<tbody>
<tr>
<td>OPENING DATE:</td>
<td>03/20/19</td>
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<td>CLOSING DATE:</td>
<td>04/10/19 05:00 PM</td>
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DESCRIPTION:
The City of Santa of Santa Fe Springs is seeking a highly-motivated individual for the position of Fleet Section Supervisor. This is a Full-Time position in the Public Works Department, Fleet Section Division, which maintains and repairs all City vehicles. The Fleet Section maintains and repairs over 250 City vehicles and related equipment covering all City Departments.

POSITION PURPOSE:
Under general direction, supervises, plans, organizes, and directs the functions and operations of a vehicle repair facility; provides supervision and training to assigned staff; ensures safety and quality of service.

SUPERVISION RECEIVED:
Receives general supervision from the Municipal Services Manager.

SUPERVISION EXERCISED:
Exercises direct supervision over subordinate supervisory and technical staff.

EXAMPLES OF ESSENTIAL DUTIES:

A. Held in Common:

1. Supports the Mission of the City and its Elected and Appointed Officials.
2. Exhibits loyalty to the City and its representatives.
3. Provides courteous and timely service to the public as the ultimate employer.
4. Works cooperatively with other City employees.
5. Exhibits integrity and displays ethical behavior.

B. Essential Job Specific Duties:

1. Monitor and maintains the City fleet, police services vehicles and fire-rescue apparatus within regulatory compliance; develops and implements strategies and procedure to ensure effective and efficient services.
2. Plans, coordinates, and supervises the preventative maintenance programs and maintenance and repair work; develops work plan; assigns work activities; monitors work flow; reviews and evaluates work products, methods, and procedures.
3. Manages the development and implementation of department goals, objectives, policies and procedures for the Fleet Operations section of the Public Works Department.
4. Prepares specifications for City equipment and vehicle purchases.
5. Monitors and manages City vehicles, police services vehicles, and fire-rescue vehicle replacement program.
6. Processes paperwork, invoices and correspondence; maintains detailed records of vehicle maintenance and repair work.

C. Other Job Specific Duties:
1. Supervises and ensures proper training of assigned personnel.
2. Purchases parts, supplies, and shop equipment.
3. Supervises the maintenance of parts inventory records.
4. Tracks project costs and personnel time; approves cost estimates for outside repair work.
5. Prepares written reports and memorandums, maintains records.
6. Prepares budget requests and control expenditures for vehicle maintenance functions.
7. Participates in and assists garage personnel with vehicle repair and maintenance.
8. Performs road tests and responds to emergency road calls.
9. Responds to and resolves difficult and sensitive departmental inquiries and requests.
10. Coordinates maintenance and repair of fire apparatus with appropriate fire-rescue staff.
11. Performs related duties as required.

TYPICAL QUALIFICATIONS:

REPRESENTATIVE COMPETENCIES AND QUALIFICATIONS:
The requirements listed below are representative of the knowledge, skill and ability required to satisfactorily perform the jobs essential duties and responsibilities.

Knowledge of:
- Modern techniques, principles, and methods of diagnosing, overhauling, and repairing gasoline and diesel-powered equipment; principles of supervision, training, and performance evaluation; principles and practices of budget preparation and administration; methods, tools, materials, and equipment used in maintaining automotive, fire apparatus vehicles, and heavy duty equipment; principles and methods of preventive maintenance programs; occupational hazards; safety practices and regulations; federal, state, and local laws, codes, and regulations; vehicle testing programs; vehicle specifications including alternative fuel choices and emissions levels, body configurations, accessories, and options; modern office procedures and equipment including computers; word processing and other related software applications.

Ability to:
- Plan, organize, and direct the functions and operations of a vehicle repair facility. Provide supervision, training, and work evaluation for staff. Assist with formulating, implementing, and evaluating department policies and procedures. Prepare shop budget and control expenditures. Establish training and work safety programs. Maintain clear and accurate records. Estimate time, labor, and materials costs for major mechanical maintenance and repair projects. Analyze problems; identify alternative solutions and project consequences of proposed actions; implement recommendations in support of goals. Research, analyze, and evaluate new service delivery methods,
procedures and techniques. Interpret and apply federal, state, and local policies, procedures, laws, and regulations. Communicate effectively verbally and in writing. Work with accuracy and attention to detail. Operate and use modern office equipment. Effectively organize and prioritize assigned work. Establish and maintain effective working relationships with other people.

EDUCATION AND EXPERIENCE:
The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position. A typical way to obtain these would be:

- High School Diploma or an equivalent certificate or diploma recognized by the State of California; Associate's degree in automotive maintenance/repair, business, or a closely related field preferred.
- Five (5) years progressively responsible experience performing maintenance, repair, and overhaul of a variety of diesel bus, automobiles, vans, light and heavy duty trucks, aerial trucks, heavy equipment, spray rigs, small gasoline engines and one (1) year in a supervisory position preferred.
- A valid State of California driver's license and an acceptable driving record.
- Ability to obtain Class A driver's license including air break and tanker endorsements within six (6) months of employment.

SUPPLEMENTAL INFORMATION:

WORKING CONDITIONS:
The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- Work is primarily performed indoors and in a vehicle repair facility environment.
- Noise level is quiet to loud.
- Utilizes hand and power tools.
- Works with and around machinery having moving parts.
- Exposure to chemicals, fumes, gases, and odors.

PHYSICAL DEMANDS:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable employees with disabilities to perform the essential duties.

- Stand, sit, walk, crouch, stoop, squat, climb, and bend.
- Push, pull, and reach overhead and above shoulders.
- Hear and speak both in person and on the telephone.
- Use hands and fingers to operate office equipment.
- See well enough to read documents and operate office equipment.
- Lift and move up to 75 pounds.

HOW TO APPLY:
Applicants are required to complete and submit a City Application online. Resumes or faxed copies will not be accepted in lieu of the City online application. To apply, click on the "Apply" link located at the top of this page. New users must first create an account first.
METHOD OF SELECTION:
Selection may be based upon an application review, the group assessment, a performance examination and evaluation and a structured interview. Appointment will be contingent upon a criminal record check and physical examination, including a drug screen.

ACCOMMODATION:
If you require special testing and/or interview accommodation due to a physical, mental, or learning disability, please call the Human Resources Office at (562) 409-7530 at least 5 days prior to the scheduled date.

APPLICATIONS MAY BE FILED ONLINE AT:
http://santafesprings.org
11710 Telegraph Rd.
Santa Fe Springs, CA 90670
(562) 409-7530

FLEET SECTION SUPERVISOR (FULL-TIME) Supplemental Questionnaire

* 1. Please indicate your highest level of education completed. (Please attach a copy of your degree along with application).
   - High School Diploma/GED
   - Associate's Degree
   - Bachelor's Degree
   - Master's Degree

* 2. How many years of work experience do you have in fleet maintenance?
   - Less than one (1) year
   - One (1) to three (3) years
   - Three (3) to five (5) years
   - Five (5) or more years

* 3. Please describe your work experience performing maintenance and repair of the following vehicles: • Diesel Bus • Automobiles • Vans • Light/Heavy Duty Trucks • Aerial Trucks Along with your response, please include; 1) Name of Employer 2) Position Title 3) Length of Service. *Type NA if Not Applicable.

* 4. Please describe your work experience performing maintenance and repair of the following vehicle related machinery/equipment: • Heavy Equipment • Spray Rigs • Small Gasoline Engines .Along with your response, please include; 1) Name of Employer 2) Position Title 3) Length of Service. *Type NA if Not Applicable.

* 5. How many years of supervisory-level experience do you have?
   - Less than one (1) year
   - One (1) or more year

* 6. Please indicate your current possession of Valid California Driver's License(s).
- Not Applicable
- Class A
- Class C
- Class A and Class C

* 7. Please list additional/related certifications you possess. (Please attach a copy of your certification(s) along with application).

* Required Question