



City of Lake Oswego, Oregon

Job Description

MOTOR POOL SUPERINTENDENT

FLSA Status: Non-exempt

Salary Grade: 546

Union Representation: Non-represented

Job Code: 4070

Class Summary

Under general supervision, plans and schedules preventive maintenance of the City's vehicle and equipment fleet; schedules, inspects and performs repairs; and, maintains vehicle, costs and testing records. Responds to customer concerns and complaints. Assigns and reviews work of mechanics.

Essential Duties and Responsibilities

The list of duties is a representative sample of the work appropriate to this class and does not include all the duties that may be assigned to a particular position. The incumbent may perform a combination of some or all of the following duties:

1. Supervises fleet staff including prioritizing and developing work plans, evaluating staff performance, making hiring and termination recommendations, making pay rate change recommendations and providing training for staff.
2. Oversees preventive maintenance program including determining frequency of inspections, scheduling maintenance and resolving customer problems.
3. Performs routine repairs including inspecting vehicles, prioritizing repairs, scheduling repairs and securing parts and supplies.
4. Maintains inventory levels of fuel, oil, parts and supplies used in vehicle and equipment maintenance including determining types and quantity levels of products.
5. Maintains vehicle repair and cost records including determining record requirements and maintaining certifications and other documents.
6. Maintains seasonal equipment such as snow plows, paving vehicles and mowing equipment including determining when and how to repair equipment.
7. Prepares the annual budget for Fleet Services including determining capital purchases and allocation of resources; makes recommendations for vehicle replacement based on life expectancy, age and costs of vehicles.
8. Oversees annual Department of Environmental Quality testing ensuring all vehicles are in compliance including determining actions to take in order to achieve compliance.
9. Performs other duties of a similar nature or level.

Minimum Qualifications

Knowledge of:

- Supervisory theories and principles.
- Budgeting theories principles.
- Local, state and federal laws and regulations governing public transportation.
- Tools and equipment used in repairing the following types of equipment: automobiles, light and medium trucks; police, fire, parks and golf course vehicles and equipment; contractor's equipment (pumps, generators, saws, etc); and utility vehicles (sweepers, backhoes, loaders, high pressure cleaners, etc.).
- Personal computers and related software applications.

Skills and Abilities to:

- Apply management theories and practices.
- Prepare budgets.
- Track and record expenditures.
- Repair automobiles and light and medium trucks.
- Operate tools and equipment used in repairing automobiles and light and medium trucks.
- Provide good customer service.
- Comply with safety requirements of the position and actively promote safe work practices.
- Communicate effectively with coworkers, management, elected officials and the general public, and display excellent interpersonal skills and awareness of controversial and/or sensitive issues.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is with an Associate's degree in Automotive Technology, Business Administration or related field and four years related experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing and Other Requirements:

Positions in this classification require the ability to possess and maintain a valid commercial driver's license (CDL) within six months from appointment and ability to meet the City's driving standards.

Must possess or be able to obtain within six months from appointment an Oregon DEQ Fleet Vehicle Emission Inspector License.

This position works primarily during routine daytime hours. However, responses to emergencies or construction schedules will require some nighttime, weekend, and holiday work activity. Duties will occasionally involve working in adverse or inclement weather conditions; exposure to high noise levels; dealing with distraught or difficult individuals; occasional response to emergency conditions during off-hours; operation of a motor vehicle on public roads. Frequent travel between facilities involves the hazards normally associated with vehicular travel, particularly during inclement weather.

Physical and Mental Demands

Frequent repetitive motions including, but are not limited to, hand, wrist and finger movements; daily walking, reaching, standing, talking, hearing and seeing. Heavy Physical Work: Must be able to move objects by exerting up to (50) pounds of force occasionally and/or up to (20) pounds of force frequently, and/or up to (10) pounds of force consistently.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

Department Director

Date

Human Resources Director

Date

Employee

Date

This 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.