

# CITY OF HUNTINGTON PARK

## CLASS SPECIFICATION

### FLEET STREET MANAGER

Civil Service Status: Exempt  
Probationary Period: At-Will  
Classification Series: Public Works  
FLSA Status: Exempt

Bargaining Unit: Non-Represented Employees  
Approved by Civil Service Commission: 3-2-2022  
Approved by City Council: 3-15-2022  
Resolution No.: 2022-08

*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.*

#### **DEFINITION**

Under general direction of the Director of Public Works, this middle-management position oversees the maintenance and repair of vehicles and other equipment to coordinate and administers an automotive vehicle fleet and other gasoline or diesel-powered equipment for the City's fleet division. The position provides the day-to-day management of operations of the Fleet Street Divisions of field and mechanic personnel and oversight over equipment and materials. The Fleet Street Manager ensures that accurate and timely documentation of the hours worked on specific tasks, materials and equipment used to perform the daily activities. Typical responsibilities include but are not limited to: supervising the accurate reparation of City vehicles and equipment, pavement maintenance and repair, pavement markings and signing and the concrete program. Additionally, the Fleet Street Manager plans, organizes, monitors, and controls equipment inventories. The position determines cost estimates and is ultimately responsible for determining whether equipment can be repaired or needs to be replaced.

#### **EXAMPLE OF DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

##### Street:

- Under general direction provides day-to-day supervision of the work of crews engaged in the repair, maintenance, and construction of Public Works facilities including street, curb, and sidewalk patching, painting, and improvements, and maintenance of the City's right-of-way infrastructure; and
- Plan, prioritize, assign, supervise and review the work of the Street Division staff. Responsible for providing the street and alley pavement maintenance programs. Manage and supervise multiple crews and activities. Effectively interact with the community in responding to work orders and citizen requests for services. Ensure compliance with City policies and procedures and state and federal laws that initiate required actions.

##### Fleet:

- The Fleet Manager assists in the development of the annual Fleet Division budget. The job implements and monitors spending for compliance with federal, state, and city standards;
- Supervises the maintenance and repair of the City's Fleet assets, including but not limited to determining priorities, making daily work assignments, allocating resources and assets,

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and assigning work and supervising crews in their performance and completion of repairs;

- Supervises, trains, schedules, assigns duties, evaluates, and disciplines employees;
- Determines the cost effectiveness of operating and maintaining automotive fleet. Specifically, the position supervises the Mechanics, Welder, and Fleet personnel positions;
- Determines present and future vehicle and equipment costs and the cost-effectiveness of various options. May draft specifications for purchase of specialized equipment. Coordinates billing schedules in line with City policy, working to troubleshoot discrepancies/issues with billing practices. Ensures work orders and other billing are correct, tracks bills for payment, and follows up on billing related issues;
- Works in an environment may include exposure to adverse weather conditions. The noise level is generally moderate to high with work in tight or confined spaces, works with hazardous material, shaking, rocking and/or vibrating equipment and loud noise. This position may include working on heights above and depths below ground, and performs related work as required;
- Recommends equipment-servicing policies, which set maintenance frequency, type and level. Monitors the equipment maintenance program to ensure policy compliance. Evaluates maintenance facilities and makes related safety and efficiency recommendations. Reviews job cost;
- Evaluates vehicle and equipment performance and makes recommendations to increase performance and usefulness. Prepares reports on activities and vehicle status;
- Responds to comments and requests from the public and investigates and resolves complaints;
- Maintains safe work environment, supervising training in and implementation of safety protocols and procedures;
- Attends meetings, conferences, and seminars related to areas of responsibility;
- Analyzes bids and supervises the preparation of contracts related to Public Works;
- Supervises building construction by outside contractors on special projects;
- Provides technical assistance and consults with other departments, agencies, commission, and other bodies on engineering matters;
- Prepares reports for the various governing bodies concerning economic comparison, environmental impact studies, subdivisions, land use conversion, capital improvements and many other considerations;
- Performs other related duties as assigned or as situation requires.

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#### **MINIMUM QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

*Knowledge of inventory control; safety practices; employee training and development; supervision; human relations. Apply principles to solve practical, everyday problems; define problems, collect data, establish facts, and draw valid conclusions; comprehend simple sentences with common vocabulary; complete routine forms; recognize safety warnings; maintain accurate records; make appointments; prepare meaningful, concise, and accurate reports; use proper research methods in gathering data.*

#### **Knowledge of:**

- Principles and practices of supervision, including assigning and appraising work;
- Planning, lay out, and coordination of projects;
- Methods, materials, tools, and equipment used in the construction, maintenance, repair, painting, and sweeping of streets, curbs and sidewalk;
- Safe working practices including shoring, traffic barriers and controls, respiratory protection, and other protective clothing and devices;
- Supervising large crews or multiple smaller crews through subordinate lead workers. Plan, lay out, estimate, and coordinate project work;
- Establishing and maintaining effective working relationships with employees, the public, contractors, and others;
- Troubleshooting and analyzing maintenance and repair problems and developing solutions;
- Maintaining records and preparing reports;
- Reading and interpreting plans, specifications, blueprints, schematics, and manuals;
- Performing the more difficult and complex construction and maintenance work;
- Lifting and carrying heavy tools and materials; perform strenuous physical work;
- Working outdoors and in inclement weather;
- Structure and operation of vehicles and equipment utilized by City departments including heavy-duty mobile equipment, self-propelled mowers, specialty construction equipment including graders and tractor loaders; Fleet and related equipment maintenance practices and diagnostic procedures to recommend equipment servicing policies, and monitor equipment maintenance program;
- Fleet vehicle leasing and vehicle replacement planning;
- Employee supervision, training, evaluation, and disciplinary methods, techniques, and objectives;
- Budgeting processes and implementation;
- Federal regulations and City policies regarding safe work practices;

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- Operation of standard office equipment;
- Operation of a personal computer and job-related software applications;
- Knowledge of public works and field operations related to the establishment of maintenance programs for the public infrastructure;
- Municipal budget administration and capital improvement programs;
- Global, Federal, State, and local trends and foresee future needs;
- Projects and develop long range plans, including the physical, financial and program phases;
- Principles and practices of civil engineering including structural engineering, hydraulic engineering, traffic engineering, right-of-way engineering, and public works construction;
- Knowledge of State Law requirements as applied to operations of public water supply systems; Wide variety of public works services and how they should be managed; and
- Management concepts concerning planning, and organizing.

#### Skills:

- Possess skills to word process general correspondence, spread sheets and reports using a personal computer and software applications;
- Read and write at the level required for successful job performance;
- Make accurate mathematical calculations;
- Read and interpret plans, specifications, blueprints, schematics, and manuals;
- Maintain accurate records; make appointments; prepare meaningful, concise and accurate reports; and
- Use proper research methods in gathering data.

#### Ability to:

- Ability to assign, review, plan and coordinate the work of other employees;
- Provide instruction to other employees, to maintain department standards;
- Recommend the discipline or discharge of other employees and to act on employee problems.
- Schedule, route, maintain, and track transport vehicles;
- Implement and enforce transportation scheduling and policy changes.
- Analyze the effectiveness of operations.
- Maintain official documents and records;
- Negotiate with suppliers
- Communicate effectively to groups, organizations, and the public in writing and orally;

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- Establish and maintain effective working relationships with other governmental and private agencies, contractors, officials, employees and the public;
- Ensure departmental adherence to applicable laws and regulations;
- Analyze departmental operations and activities and prepare comprehensive reports;
- Maintain departmental compliance with company policies and procedures;
- Understand and interpret provisions in the municipal code, MOU's, Administrative Policies and Departmental Rules and other City Policies related to job duties;
- Review and evaluate employee's job performance;
- Effectively supervise subordinates;
- Effectively resolve disputes;
- Foster a teamwork environment;
- Plan, organize and prioritize progress;
- Lead, coach, instruct and motivate employees;
- Provide leadership and work instructions;
- Willingness to initiate, recommend and carry out personnel actions as required;
- Organize, assign, schedule, and delegate workload among employees;
- Speak before groups of people;
- Effectively manage workplace diversity issues in a diverse organization;
- Work necessary hours and times to accomplish goals, objectives and requires tasks;
- Effectively communicate both orally and in writing;
- Establish smooth effective working relationships and resolve interpersonal conflicts;
- Deal with all levels of employees and the public;
- Initiate and accomplish work in a timely manner;
- Assume responsibility for providing effective customer service;
- Effectively handle stressful situations;
- Assume responsibility to maintain a safe working environment;
- Develop necessary skills from on-the job training and meet the standards of performance or higher for the classification;

**Education and Experience Guidelines** – Any combination of equivalent education, training and experience that would likely provide the required knowledge and abilities is qualifying.

**Education, Training, & Certification:**

Graduation from high school or attainment of GED (General Education Degree) or CHSPE (California High School Proficiency Examination).

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**Experience:**

Five (5) years of extensive professional and successful experience in overseeing concrete, asphalt, pavement restoration and fleet management, including two (2) to three (3) years of which were in a supervisory capacity.

**License or Certificate:**

A valid California Class C Driver's License and a satisfactory driving record.

**Physical Requirements:**

Must meet approved physical and pre-placement medical standards for the position.

**Bilingual Pay:**

- Employees who qualify and are City-certified to speak and understand Spanish may be eligible to receive bilingual pay.