

# Job Description

## Human Resource Use Only

Position Number:

Step/Grade - J

Effective Date:

## POSITION IDENTIFICATION

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**Position Title:** Fleet Team Leader

**Division:** Department of Public Infrastructure

**Status:** Full-Time, Hourly

**Workweek:** Monday – Friday, Weekends as assigned by Supervisor

## SUPERVISORY RELATIONSHIPS

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**Reports to:** ~~Operations~~ [Buildings and Grounds](#) Division Manager

**Directly Supervises:** Mechanics

## POSITION PURPOSE

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The Fleet Team Leader supervises crews in the operation and maintenance of the City's fleet and equipment. This is a supervisory position requiring mature judgment, detailed planning ability and the ability to redirect staff as priorities change. Supervision is exercised over a number of skilled mechanics. This position includes duties (including repetitive manual work) in the maintenance of city-owned fleet and equipment. The employee must be capable of hard physical labor and should have a thorough appreciation of the occupational hazards and an understanding of the appropriate safety measures required for the work. The employee must possess the ability to get along well with employees and with management. General assignments are received from a manager, but employees in this class are expected to exercise judgment in selecting work methods and in planning details. The Fleet Team Leader reports to and receives administrative guidance from the ~~Operations~~ [Buildings and Grounds](#) Division Manager and Director of Public Infrastructure and is expected to carry out most duties of this position independently.

## ESSENTIAL DUTIES

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- Plans and makes work assignments for various crews and inspects work upon completion.
- Supervises and trains work crews in proper work techniques and procedures and in the operation and maintenance of equipment.
- Recommends hiring, discipline, suspension or discharge, if warranted, to the ~~Operations~~ [Buildings and Grounds](#) Division Manager.
- Maintains necessary records and prepares periodic activity reports for all city-owned fleet.
- Troubleshoot and resolve engine, electrical, hydraulic systems, fluid leaks, etc.
- Performs any of the work duties of the mechanic classifications.
- Responsible for on-call/after-hours duty, 24/7, for the Department of Public Infrastructure as scheduled/required.
- Oversees maintenance of City-owned fleet and equipment and makes recommendations for changes in practices.
- Makes planning and budgeting recommendations to the ~~Operations~~ [Buildings and Grounds](#) Division Manager.

Fleet Team Leader

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- Orders and issues parts as needed, maintains stock room and keeps inventory of spare parts.
- Makes service calls when machinery breaks down while in service.
- Works with [Operations-Buildings and Grounds](#) Division Manager to Plan, schedule, and supervise equipment changeover for seasonal work
- Oversees and performs repair and maintenance work on river structure systems (ie: sheetwalls, etc).
- Oversees and performs repair and maintenance work on all lift bridges as needed.
- Coordinates and inspects work with private contractors and vendors as needed.
- Schedules overtime authorized by the [Operations-Buildings and Grounds](#) Division Manager of employees under Fleet Team Leader's supervision as needed. Enforces division safety programs in accordance with federal and state mandated regulations in the field.
- Assists in preparation of equipment specifications [and procurement.](#)
- Ability to operate all equipment maintained.
- Project management for Fleet Division as assigned by the [Operations-Buildings and Grounds](#) Division Manager.

#### OTHER DUTIES

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- Performs other duties as assigned.
- May be required to assist with streets snow removal operations when necessary.

#### MINIMUM POSITION QUALIFICATIONS

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<b>Education:</b>	High School Diploma or equivalent preferably supplemented by special training in automotive repair or related field. An equivalent combination of training and experience may be acceptable only if the City determines that the applicant's previous background provides the required knowledge, skills and abilities to perform in the Fleet Team Leader position.
<b>Experience:</b>	Experience in the servicing and repairing of automotive equipment; previous experience as a mechanic; experience in complete body work and painting; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities; computer experience; good knowledge of the standard methods, materials, tools and equipment of the automotive/mechanic trade; good knowledge of the principles of operation of gasoline and diesel driven equipment and of mechanical repair methods applicable to heavy trucks and construction equipment; knowledge of the servicing and repairing of air conditioning systems; knowledge of the occupational hazards and safety precautions of said job; skill in the care and use of hand and machine tools employed in automotive repair work; skill in locating and repairing defects in automotive equipment; knowledge of acetylene, arc, and wire welding; working knowledge of a wide variety of supplies, material parts (off road and vehicle) tools and equipment and related terminology; ability to understand and carry out oral and written instructions; mechanical

- apitude; thoroughness and dependability. Supervisory experience preferred.
- Certifications/Licenses:** Must possess valid Commercial Driver’s License (Class ABCD and Endorsement N and P) with ability to operate vehicles with air brakes, or be able to obtain within six (6) months of hire. Refrigerant, welding and ASE certifications preferred but not required.
- Other Requirements:** **EMPLOYEE MUST SUPPLY ALL BASIC HAND AND AIR OPERATED TOOLS.**

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## KNOWLEDGE, SKILLS, & ABILITIES

Skill in the safe operation and use of pertinent tools and equipment and ability to instruct others in the use of equipment. Ability to plan and supervise the work of skilled mechanics and to establish and maintain effective work relationships with subordinates. Must have the ability to read and interpret documents such as safety rules, operating instructions, blueprints, government regulations and procedures manuals, ability to complete routine paperwork evaluation after completing a task, and the ability to effectively present information to other employees and supervisors. Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals, ability to calculate areas, circumference, and volume, and the ability to apply concepts of basic algebra and geometry. This position requires the ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Must have the ability to maintain poise and respond in a respectful manner to the public under pressure situations, ability to apply situational reasoning ability by exercising good judgment in the implementation of work orders. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

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## BACKGROUND CHECKS- Condition of Employment

## PHYSICAL DEMANDS

- Manual Dexterity:** While performing the duties of this job, the employee is regularly required to stand, walk, use hands and fingers to handle or feel; reach with hands and arms; stoop, kneel, carry, twist, crouch or crawl; talk and hear. The employee is occasionally required to sit, climb, balance, smell and may be required to work in high places and/or confined spaces.
- Physical Effort:** The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, occasionally lift and/or move more than 100 pounds.
- Working Conditions:** The employee must be able to adjust from one schedule to another at short notice and be able to maintain attention to task in overtime situations. Must be capable of working long hours in adverse weather conditions. In the performance of this position, the climate will include the outdoor environment. Work outdoors will expose the employee to weather conditions such as extreme cold, extreme heat, wet and/or humid conditions, and toxic or caustic chemicals. The noise level is generally moderate but may be quite loud depending on equipment used or work being done in the area. The employee is frequently exposed to moving

mechanical parts and vibrations and may be exposed to fumes and airborne particles. Accepts duty responsibility on weekends, holidays and through the week, 24/7, for the Department of Public Infrastructure as scheduled/required.

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This position description has been prepared to define the general duties of the position, provide examples of work and to detail the required knowledge, skills and abilities as well as the acceptable experience and training for the position. The description is not intended to limit or modify the right of any supervisor to assign, direct, and control the duties of employees under supervision. The City of Manitowoc retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this description in its sole judgment.

This job description is not a contract for employment.

The City of Manitowoc is an equal opportunity employer, in compliance with the Americans with Disabilities Act. The City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.