



FLEET/WAREHOUSE SUPERVISOR Classification Specification Non-Represented Professional Supervisory

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general direction, performs, assigns and supervises the maintenance and operations of the City's fleet and warehouse in a safe, clean and organized manner; maintains inventory records; requisitions materials and supplies to replenish stock; performs related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Fleet/Warehouse Supervisor** is a Non-Represented Professional/Supervisory classification. This position is responsible for managing the acquisition and maintenance of all City vehicles and equipment; ensuring safe operations and compliance with regulations relating to vehicle and equipment standards; and supervising warehouse activities and inventory. The incumbent will research and prepare a variety of studies and reports related to current and long-range fleet and warehouse goals and develop recommendations and proposals to meet them. This classification is distinguished from the next lower classification of Senior Warehouse Technician by the performance of the overall supervisory functions within the Warehouse.

SUPERVISION RECEIVED/EXERCISED:

General direction is received from the Public Works Manager and/or designee. Exercises direct and functional supervision over assigned City and contractual personnel, volunteers, and court assigned workers.

ESSENTIAL FUNCTIONS: *(The following is a typical list of duties assigned to the Fleet/Warehouse Supervisor. The duties included on this list are examples and are not intended to be all-inclusive or restrictive.)*

- Oversees the fleet systems; including the repair and replacement of all City owned vehicles and equipment.
- Directs fleet maintenance and repair activities including planning, estimating, scheduling, inspecting, and monitoring work performed.

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- Monitors and maintains fuel level inventories; coordinates the delivery of fuel.
- Maintains records of repairs and maintenance work performed on each vehicle and piece of equipment owned by the City.
- Ensures activities of the Fleet section are in compliance with OSHA, MDAQMD, California Air Resources Board, Department of Transportation, Fire Department regulations, County regulations, and other applicable regulations.
- Prepares monthly regulatory compliance reports for MDAQMD, CHP, State of California, San Bernardino County Hazardous Materials, and others agencies as directed or required.
- Develops the annual budget for the Fleet section; reviews budget requirements for all divisions for vehicle needs/purchases/supplies, and fuel.
- Responsible for the maintenance and operations of the warehouse in a safe, clean and organized manner; maintains inventory records; requisitions materials and supplies to replenish stock.
- Performs purchasing and procurement functions necessary to replenish and retain office supplies, materials, tools, general maintenance and infrastructure parts, supplies and equipment and ensures that record of materials used and inventory of stock is maintained; and evaluates turn-over rate of inventory stock.
- Supervises and reviews the receiving and checking of supplies, materials, tools and other items for accuracy, quantity, quality, damage and compliance with City standards.
- Disposes of surplus and obsolete materials, vehicles, and equipment.
- Operates a forklift, pallet jack, hand truck, and light truck in placing or moving stock.
- Monitors various accounts, contracts, purchase orders, reviews budget requirements for all divisions and verifies availability of funds for the purchase of warehouse items, fuel and vehicle maintenance.
- Performs formal and informal bids pertaining to fleet and warehouse contracts on an annual basis independently and together with the Finance Department.
- Maintains appropriate records and documents which may include approving timesheets, work orders, material and equipment usage, and maintenance logs.
- Composes, prepares and analyzes and staff reports and presentation materials; may make verbal and written presentations to City Staff, Management, and Council.
- Recommends programs, projects and work assignments to higher level Public Works Department personnel.

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- Assists in the development and implementation of the Division goals, objectives, programs, policies and procedures; implements Division and City-wide programs, policies and procedures in accordance with regulations, requirements, contracts and overall enhancement of services.
- Investigates complaints and recommends corrective action to resolve the complaint.
- Participates in the selection, orientation and training of new staff members; plans, organizes, and directs work of assigned staff; implements work plans; monitors, counsels, and evaluates staff performance; provides direction for performance improvement development and recommends appropriate disciplinary actions.
- Monitors work activities to ensure safe work practices, work quality and accuracy.
- Participates in the required Adjusted Workweek Program, 24-hour on call, and is available during emergencies, holidays, weekends, and after-hours.
- Performs other related and peripheral duties as required and necessary for the successful performance of this job.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a– Fleet/Warehouse Supervisor. A typical way of obtaining the required qualifications is to possess the equivalent of four (4) years of storekeeping or warehousing experience involving inventory control activities and maintenance of multiple procurement contracts and one (1) year of supervisory or direct lead experience. Experience in the purchase of vehicles and construction equipment, contract fleet mechanics, and an understanding of the mechanical principles of vehicles and construction equipment repairs are desirable, and a High School Diploma or GED.

License/Certificate:

- Possession of, or ability to obtain, a valid class “C” California driver’s license.
- Possession of, or the ability to obtain, a certified forklift operator’s license.

KNOWLEDGE/SKILLS/ABILITIES: *(The following are a representative sample of the KSA’s necessary to perform essential duties of the position.)*

Knowledge of:

Principles, practices, methods, equipment and materials used in day-to-day public works and utility operations; modern warehouse practices, equipment and

record keeping systems; occupational hazards and standard safety practices including inventory protection measures; operational characteristics of standard tools and equipment; principles, methods, and practices pertaining to the operation of an equipment maintenance and repair shop; principles and methods used in a program of preventive maintenance; supervision, operation, maintenance, and scheduling of equipment repair work. Department of Transportation Class "A" and "B" vehicle inspection regulations and reporting requirements; Regulatory compliance requirements for OSHA, MDAQMD, Air Resources Board, Fire Department, CHP, San Bernardino County Hazardous Materials; methods and techniques of supervision, training and motivation; principles of contract negotiation and administration; competitive bidding and pricing procedures; research, analysis, narrative, statistical, and technical writing, report preparation and presentation and record keeping; public relations techniques and methods; principles and procedures of statistical and administrative record keeping; principles and practices of budget development, preparation, and expenditure control.

Skill to:

Operate an office computer and software applications; operate and maintain a variety of types of equipment, tools and machinery used on assigned work projects.

Ability to:

Effectively direct the fleet and warehouse operations, programs, functions and administrative activities; research, analyze and evaluate new and existing procurement and inventory methods and standard operating procedures; read, interpret, and apply technical information from contracts, manuals, drawings, specifications, layouts, blueprints, and schematics; promote and enforce safe work practices; plan, organize, direct, and coordinate the work of assigned staff; select, supervise, train and evaluate staff; research, analyze evaluate, interpret and apply programs, policies, and procedures, rules, regulations, and agreements; prepare clear and concise correspondence and reports; prepare and administer the division's budget with multiple funding sources; allocate limited resources in a cost effective manner; communicate effectively, both verbally and in writing; prepare verbal presentations and written reports; plan, organize, and carry out assignments from management staff; analyze problems, identify alternative solutions, and implement recommendations; maintain and prepare complex and extensive records and reports; respond to requests and inquiries; work independently; establish and maintain effective working relationships

WORKING CONDITIONS:

Position requires prolonged or intermittent sitting, standing, walking on level, uneven, or slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, eye/hand coordination, and repetitive hand movement. The incumbent may frequently drive to different sites and locations; when working outdoors the incumbent may encounter extreme weather conditions, including, wet, hot, cold, wind, snow, ice, and heavy vehicle traffic.

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The need to lift, carry, push, and pull tools, equipment and supplies weighing up to 100 pounds is required. Additionally, the position requires both near and far vision when inspecting work, operating assigned equipment and the ability to accurately perceive sounds. The noise level in the work environment is usually quiet to moderate when indoors and moderate to loud when outdoors. The incumbent may use fuel, cleaning and lubricating chemicals, which may expose the employee to fumes, dust and air contaminants. The nature of the work may also require the incumbent to climb ladders, work in confined spaces, use power and noise producing tools and equipment, work in heavy vehicle traffic conditions and often work with constant interruptions.

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