

# FLEET REPAIR SUPERVISOR

Recruitment #1603-4445-001

**List Type** Transfer/Promotional

**Requesting Department** DPW-OPS-FLEET SERVICES

**Open Date** 3/10/2016

**Filing Deadline** 4/1/2016 11:59:00 PM

**HR Analyst** Jeff Harvey

## Introduction

**Only Current City of Milwaukee Employees will be considered**

## Purpose

To provide supervision of personnel engaged in vehicle and equipment maintenance and repairs in the Fleet Services Section, for light and heavy equipment.

## Essential Functions

- Assign, coordinate and direct the work of various classes of vehicle service technicians, along with other skilled craft and maintenance workers.
- Communicate and work effectively with personnel, other departments, and outside vendors.
- Allocate and direct resources to ensure efficient, effective, and economical service.
- Assist in the diagnosis of equipment malfunctions.
- Road test and/or inspect completed work, and work in progress.
- Implement, promote, and enforce work policies and procedures to insure a safe work environment.
- Implement and enforce Department of Public Works and City Service work rules and regulations.
- Solicit vendor quotes, prepare work orders and service orders, and direct vendor assignments for work to be performed.
- Plan, coordinate, and implement vendor recall programs and vendor warranty work.
- Schedule and implement the preventive maintenance program.
- Develop and implement equipment modifications to meet user's needs.
- Create and maintain records, reports, and data to document all services performed.

*Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.*

## Conditions of Employment

- The Fleet Repair Supervisor II is required to work emergency hours and shifts at any location as needed.

## Minimum Requirements

## ***Fleet Repair Supervisor***

---

1. Regular status as a City of Milwaukee employee, having successfully completed a probationary period for a civil service position.
2. Five years of experience as a Vehicle Service Technician or equivalent; at least two years of which are in a fleet repair operation;

**-OR-**

An Associate's degree in Automotive Technology or management from an accredited two-year college or technical school AND three years experience in the maintenance and repair of automotive equipment; at least two years of which are in a fleet repair operation.

3. Possession of a valid State of Wisconsin motor vehicle CDL license at the time of appointment.

*IMPORTANT NOTE: To receive credit for college, transcripts are required and must be received by the application period closing date. College transcripts should be attached to your online application. Applications without transcripts attached will be considered incomplete and will be rejected.*

Your transcript must be legible (readable) and include the following information: the university or college name, your name, the degree completed (if applicable) and the date the degree was completed.

*NOTE: Equivalent combinations of education and experience may also be considered.*

### **Desirable Qualifications**

- ASE Heavy Truck or ASE Automotive certifications.
- Skill in repairing specialized equipment used by the City.
- Supervisory experience.

### **Knowledges, Skills, Abilities & Other Characteristics**

- Highly skilled in the maintenance and repair of automotive vehicles and equipment.
- Knowledge of and the ability to use various standard and custom computer applications and platforms.
- Ability to read and interpret service, repair and parts manuals, electrical and hydraulic schematic diagrams and charts, in both hard copy and digital formats.
- Comprehensive knowledge of mechanical procedures, hydraulic systems, electrical systems, vehicle maintenance and repair procedures.
- Ability to effectively supervise and direct work activities of department personnel.
- Ability to work with subordinates, supervisors, and vendors.
- Skilled in clear and effective communication.
- Ability to manage multiple priorities and function effectively under stress.

### **Current Salary**

**SALARY (PG 1BX):** The current starting salary is \$54,777 for City of Milwaukee residents. The non-resident starting salary is \$53,433 annually.

**Selection Process**

**THE SELECTION PROCESS** will be job related and will consist of one or more of the following: an evaluation of related education, experience and accomplishments, written tests, interview, or other assessment methods. The Department of Employee Relations and the Department of Public Works reserve the right to call only the most qualified candidates to oral, performance tests or personal interviews. Information from the selection process will be used to make a hiring decision. Selected candidates will be transferred and/or promoted to the position.

*NOTE: Transfer/Promotional Opportunities and Promotional Examinations are not open to Milwaukee Public Schools employees or to the public. Only current non-probationary City of Milwaukee employees and civilian personnel in MFD and MPD hired through a City Service Commission process will be considered. Individuals with exempt, provisional, temporary or emergency appointments are not eligible for transfer/promotional opportunities.*

*NOTE: The City's residency requirement set forth in City Charter 5-02 is under litigation. Even though the City is legally able to enforce the current residency requirements based on a recent Wisconsin Court of Appeals decision, the City has agreed to continue to suspend enforcement of the residency ordinance until the Wisconsin Supreme Court issues a final decision. If the Wisconsin Supreme Court affirms the Court of Appeals decision, the City intends to fully enforce the residency requirement for all employees. Consequently, employees who disregard the requirements of the ordinance do so at their own risk. Applicants for City of Milwaukee positions should understand the City's commitment to its residency requirement. During this period of uncertainty it is important to take that into account when submitting an application and more importantly when deciding to accept an employment offer. Please contact (414) 286-3751 if you have questions regarding your individual circumstances as part of the application and/or selection process.*