



Transfer/Promotional Opportunity
Only Current City of Milwaukee Employees will be considered

FLEET REPAIR SUPERVISOR II
DPW-OPERATIONS, FLEET SERVICES SECTION

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.
- Direct repair and maintenance services performed for other City Departments.
- Work with outside vendors to procure needed parts and services.
- Allocate and direct resources to insure efficient; effective service.
- Diagnose 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.
- Prepare work orders and service orders for work to be performed.
- 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.
- Perform other job-related tasks as assigned.

CONDITIONS OF EMPLOYMENT: The Fleet Repair Supervisor II is required to work emergency hours and shifts at any location as needed.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

MINIMUM REQUIREMENTS:

1. 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.

Note: Copies of transcripts must be submitted with application or sent to Mr. Jeffrey Tews, Fleet Operations Manager, DPW-Operations, Fleet Services Section, 2142 W. Canal Street, Milwaukee, WI 53233 (student copies are acceptable.)

NOTE: Equivalent combinations of job-related coursework and experience may also be considered.

2. Current status as a regularly appointed City employee, having passed the probationary period for the current position held.
3. Possession of a valid State of Wisconsin motor vehicle CDL license at the time of appointment.

DESIRABLE QUALIFICATIONS:

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

KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

- Highly skilled in the maintenance and repair of automotive vehicles and equipment.
- Knowledge of and the ability to use various computer applications.
- Ability to read and interpret service, repair and parts manuals in a hard copy format and in digital format.
- Comprehensive knowledge of mechanical procedures, hydraulic systems, electrical systems, vehicle maintenance and repair procedures.
- Ability to effectively manage 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.

NOTE: This position is subject to U.S. Department of Transportation Regulations on Drug and Alcohol Testing, and random drug and alcohol testing throughout employment.

THE CURRENT PAY RANGE IS (PR 1BX): \$47,109.40 to \$65,956.80 annually.

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 hiring department 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. The selected candidate will be transferred and/or promoted to the position.

APPLICATION PROCEDURE:

- Applications can be obtained from the Department of Employee Relations, Room 706, City Hall, 200 E Wells St, Milwaukee, WI 53202-3554, by calling 286.3751 or by visiting www.milwaukee.gov/jobs.
- **Applications should be returned to: Mr. Jeffrey Tews, Fleet Operations Manager, DPW-Operations, Fleet Services Section, 2142 W. Canal Street, Milwaukee, WI 53233 by October 26, 2012. Receipt of applications may be discontinued any time after that date.**