



Office of Human Resources  
Fleet Technician Supervisor - CJ3079

THIS IS A PUBLIC DOCUMENT

### General Statement of Duties

Performs first level supervision and directs the activities of skilled fleet technicians performing maintenance, repair, fabrication, overhaul and/or collision repair of a wide variety of fleet and turf vehicles and equipment.

### Distinguishing Characteristics

This is the fifth of a five level classification series of fleet technicians with progressively responsible duties. Fleet technicians are found in the fleet divisions at Denver Police Department, Denver International Airport, Denver Parks and Golf Divisions, or Denver Public Works. Positions in this classification are assigned to support fleet repair, inspection, and maintenance of light, medium, and/or heavy fleet and turf vehicles and equipment and using a variety of fuel technologies including gasoline, diesel, electric, CNG, and other alternative sources.

- Fleet Technician I: Entry Level;
- Fleet Technician II: Developing/intermediate level journey technician;
- Fleet Technician III: Full performance journey technician;
- Fleet Technician Lead: Lead worker;
- Fleet Technician Supervisor: First-line supervisor.

### Essential Duties

Supervise fleet technicians involved in the inspection, diagnosis, repair and maintenance of a wide variety equipment.

Prepare and maintains records and reports of labor, parts, materials, and maintenance costs. Establish and maintain active and reserve fleet databases.

Monitor a preventative maintenance program.

Ensure parts, equipment and materials are available for automotive, heavy duty and specialized equipment repair. Prepare work orders, records and reports; may approve purchase requests.

Make use of appropriate cost control measures in the repair, maintenance, and fabrication of vehicles and equipment.

Identify equipment needed for purchase in the annual budget process for the on the annual vehicle and equipment request process. Draft specifications for new equipment to be purchased and processes new vehicles upon delivery.

Coordinate the equipment trade-in program and identifies equipment to be made available for surplus.

Review accident inspections reports and provides expert testimony during investigations.

Coordinate environmental and sustainability initiatives for the division, including either underground storage tank (UST) or above ground storage tank (AST) and waste stream data. By position, may establish and maintain state gasoline emissions program.

Establish and maintain factory warranty program for vehicles and equipment under warranty, including recalls.

By position, manage fleet car pool.

Develops goals, documents performance, provides performance feedback and formally evaluates the work of the employee; provides reward and recognition for proper and efficient performance. Assists staff to achieve performance standards and identifies opportunities for continual improvement to performance standards.

Assists in the development of departmental budgets.

Initiates and recommends disciplinary action for employees as necessary.

Implement and interpret policies and procedures developed by higher level managers. Develop, recommend, and coordinate the implementation of new procedures for the assigned function.

By position, monitor contracts to ensure compliance with contract requirements, verifies that contractors have met contract goals and provided required reports and documentation; review and resolve differences in areas of non-compliance, and address other concerns as necessary.

Observe all common shop safety standards.

By position, participate in snow removal duties.

By position, may be required to be on-call to address emergent needs.

Performs other duties as assigned.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

## Competencies

**Decision Making** – Specifies goals and obstacles to achieving those goals, generates alternatives, considers risks, and evaluates and chooses the best alternative in order to make a determination, draw conclusions, or solve a problem.

**Delivering Results and Meeting Customer Expectations:** Focuses on customer needs and satisfaction. Sets high standards for quality, quantity and timelines. Consistently achieves project goals.

**Leading and Coaching:** Provides others with a clear direction, motivation, and empowers. Recruits staff of a high caliber and provides staff with development opportunities and coaching.

**Reading** - Understands and interprets written material including technical material, rules, regulations, instructions, reports, charts, graphs, or tables and applies what is learned from written material to specific situations.

**Technical Competence** – Uses knowledge that is acquired through formal training or extensive on-the-job experience to perform one's job; works with, understands, and evaluates technical information related to the job; advises others on technical issues.

**Working with People** – Shows respect for the views and contributions of other team members. Shows empathy, listens, supports, and cares for others, and reconciles conflict.

**Written Communication** – Composes, reviews, edits, and issues written materials for diverse audiences and communicates purpose in a succinct and organized manner that is appropriate for context, time, and place.

**Knowledge & Skills**

Knowledge of safety practices and precautions sufficient to be able to supervise, train, and provide safety instructions to subordinates and others and to recognize and correct hazardous situations.

Knowledge of budgeting principles and practices sufficient to be able to assume budgetary responsibilities as required.

Knowledge of equipment and supplies common to the area sufficient to be able to determine the proper equipment is ordered.

Knowledge of mathematics sufficient to be able to perform a variety of computations.

Knowledge of Computerized Maintenance Management System (CMMS).

Knowledge of preventative and recurring maintenance and repair programs sufficient to be able to develop and supervise programs to ensure quality maintenance and repair.

**Level of Supervision Exercised**

Supervises two or more technicians.

**Education Requirement**

Graduation from high school or the possession of a GED, HiSET or TASC Certificate.

**Experience Requirement**

Six (6) years of journey level experience in the diagnosis, repair and maintenance of gasoline, diesel, or alternate fuel powered equipment, including electronic systems, hydraulic systems, transmission and combustion engine overhaul.

**Education & Experience Equivalency**

Additional appropriate education may be substituted for the minimum experience requirements.

**Licensure & Certification**

This job requires driving. Requires a valid Driver's License at the time of application.

By position, requires a valid Commercial Driver's License (CDL "A") with appropriate endorsements by the end of probation.

By position, requires a valid Commercial Driver's License (CDL "B") with appropriate endorsements by the end of probation.

By position, requires certifications in Airbrake and/or Refrigerant Recovery & Recycling as mandated by federal regulations by the end of probation.

By position, requires Colorado Refrigerant Registration and a Colorado State Emission inspection license by the end of probation.

By position, requires Motor Vehicle Air Conditioning as certified under section 609 of the Clean Air Act by an EPA-approved program by the end of probation.

By position, requires Underground Storage Tank Class A, B, or C Operator Certification by the end of probation.

Licenses and certifications must be kept current as a condition of employment.

### Working Environment

Noise: sufficient noise to cause distraction or possible hearing loss.  
Potential exposure to hazards from electrical/mechanical/power equipment.  
Potential exposure to: toxic chemicals.  
Pressure due to multiple calls and inquires.  
Subject to burns and cuts.  
Subject to electrical and radiant energy hazards.  
Subject to hazards of flammable, explosive gases.  
Subject to injury from moving parts of equipment.  
Subject to long irregular hours.  
Subject to many interruptions.

### Level of Physical Demand

3-Medium (20-50 lbs.) to 4-Heavy (50-100 lbs.)

### Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Balancing: Maintaining equilibrium.  
Carrying: Transporting or moving an object.  
Climbing: Ascending or descending an object or ladder.  
Crawling: Moving about in a low or crouched position.  
Crouching: Positioning body downward and forward.  
Eye/Hand/Foot Coordination: Performing work through using two or more body parts or other devices.  
Fingering: Picking and pinching, through use of fingers or otherwise.  
Handling: Seizing, holding, grasping, through use of hands, fingers, or other means.  
Hearing: Perceiving and comprehending the nature and direction of sounds.  
Kneeling: Assuming a lowered position.  
Lifting: By position, moving objects weighing no more than 50 pounds, or 100 pounds from one level to another.  
Pulling: Exerting force upon an object so that it is moving to the person.  
Pushing: Exerting force upon an object so that it moves away from the person.  
Reaching: Extending the hands and arms or other device in any direction.  
Repetitive motions: Making frequent or continuous movements.  
Sitting: Remaining in a stationary position.  
Standing: Remaining in a stationary position.  
Stooping: Positioning oneself low to the ground.  
Talking: Communicating ideas or exchanging information.  
Walking: Ability to move or traverse from one location to another.

### Background Check Requirement

Criminal Check  
Employment Verification  
Motor Vehicle Record

**Assessment Requirement**

Labor and Trades Supervisor

**Probation Period**

Six (6) months.

**Class Detail**

**Pay Grade:** J-811

**FLSA Code:** Y

**Established Date:** 9/21/2018

**Established By:** BM

**Revised Date:** 10/01/20

**Revised By:** LS

**Class History:**

Revised job description to include essential duties for DPR.