



**CITY OF GRANTS PASS, OREGON  
CLASS SPECIFICATION**

**SUPERINTENDENT – FLEET**

**FLSA Status :** Exempt  
**Bargaining Unit :** Non-Bargaining  
**Salary Grade :** UC7

**CLASS SUMMARY:**

The Fleet Superintendent plans, organizes, oversees, coordinates, and reviews the work of the Lead Mechanic, Mechanic, and staff. Incumbent manages the effective use of the City's fleet to ensure efficient and effective use of Public Safety, Public Works and other City vehicles, and develops and manages operational and capital budgets. Incumbent works closely with a variety of groups and develops and implements vehicle replacement schedules, specifies vehicle upfits, and works with outside vendors for contracted work. Provides highly complex and responsible support to the Public Works Director in areas of expertise, and performs related work as required.

Responsibilities include the full range of supervisory duties including directing work, training and coaching, discipline, and evaluating performance.

---

**CORE COMPETENCIES:**

- ***Integrity/Accountability:*** Conducts oneself in a manner that is ethical, trustworthy and professional; demonstrates transparency with honest, responsive communication; behaves in a manner that supports the needs of Council, the citizens and co-workers; and conducts oneself in manner that supports the vision and goals of the organization taking pride in being engaged in the community.
  - ***Vision:*** Actively seeks to discover and create ways of doing things better using resources and skills in an imaginative and innovative manner; encourages others to find solutions and contributes, regardless of responsibilities, to achieve a common goal; and listens and is receptive to different ideas and opinions while solving problems.
  - ***Leadership/United:*** Focuses on outstanding results of the betterment of the individual, the organization and the community; consistently seeks opportunities for coordination and collaboration, working together as a team; displays an ability to adjust as needed to accomplish the common goal and offers praise when a job is done well.
- 

**ESSENTIAL CLASS DUTIES:** These duties are a representative sample; position assignments may vary.

- Supervises staff including prioritizing and developing work plans, interpreting policies and procedures, coordinating and directing work flow, making work assignments, training, mentoring, coaching, making disciplinary and hiring recommendations, and completing performance evaluations.
- Develops and directs the implementation of goals, objectives, policies, procedures, work standards and programs for the Fleet division.

*Employees of the City of Grants Pass uphold the values of  
Integrity, Vision, Accountability, Leadership, United and Excellence in our service to our community.*

- Manages and participates in the development and implementation of goals, objectives, policies, and priorities for the division; recommends within departmental policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Develops and administers the Fleet maintenance and capital replacement budgets.
- Develops and standardizes procedures and methods to improve the efficiency and effectiveness of fleet maintenance programs; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and recommends to the Director.
- Manages and coordinates the work plan for the assigned division; meets with staff to identify and resolve problems; assigns work activities, projects, and programs; monitors work flow; reviews and evaluates work products, methods, and procedures.
- Negotiates, administers, and manages contracts for services.
- Works with program managers to analyze and determine vehicle equipment needs; writes and prepares bid specifications and other documents for services, equipment, and materials; receives and analyzes bids; purchases equipment and materials within City purchasing guidelines.
- Administers Fleets Capital replacement program including identifying and recommending vehicles and equipment, overseeing the request-for-proposals process, selecting design and vendors, participating in approving designs and specifications, and construction management.
- Conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to maintenance programs, policies, and procedures, as appropriate.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations; researches emerging products and enhancements and their applicability to City needs.
- Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval.
- Receives, investigates, and responds to problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- Provides technical support to staff.
- Performs other duties as assigned.

---

**Training and Experience** (positions in this class require):

An Associate Degree with major coursework in business administration, engineering, or a related field, and six (6) years of directly related experience, including three (3) years of supervisory, management, and/or administrative experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

---

**Licensing Requirements** (positions in this class require):

- Oregon Driver's License – Class C
- 

**Knowledge** (positions in this class require):

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, project management, and supervision of staff, either directly or through subordinate levels of supervision;
  - Principles and practices of budget administration;
  - Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures;
  - Principles and practices of contract administration and evaluation;
  - Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned division;
  - General principles of vehicle maintenance;
  - Understanding of vehicle specifications, upfitting, service and disposal;
  - Personnel policies and procedures and labor contract provisions;
  - Personal computers and related software programs, including asset management and financial software;
  - Effective and efficient public relations and conflict resolution;
  - Safe work practices;
  - Applicable City policies and ordinances; and,
  - Applicable Federal, State, and local laws, codes, and regulations.
- 

**Skills** (positions in this class require):

- Recommending and implementing goals, objectives, and practices for providing effective and efficient services;
- Managing and monitoring complex projects, on-time and within budget;
- Safely operating a motor vehicle;
- Reading, revising and interpreting policies and procedures;
- Problem analysis and solution by applying critical thinking methods;
- Providing positive, effective leadership and supervision to staff;
- Evaluating and developing improvements in operations, procedures, policies, or methods;
- Researching, analyzing, and evaluating new service delivery methods, procedures, and techniques;
- Preparing clear and concise reports, correspondence, and other written materials;
- Analyzing, interpreting, summarizing, and presenting administrative and technical information and data in an effective manner;
- Interpreting, applying, and ensuring compliance with Federal, State, and local policies, procedures, laws, and regulations;
- Effectively represent the department and the City in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations and in meetings with individuals;
- Organizing and prioritizing a variety of projects and multiple tasks in an effective and timely manner; set priorities, and meet critical time deadlines;

- Appropriate and effective independent decision making;
  - Using a computer and related software applications;
  - Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work; and
  - Communication and interpersonal skills as applied to interaction with subordinates, coworkers, supervisor, the general public, and etc. sufficient to exchange or convey information and to give and receive work direction;
- 

**Physical Requirements:**

Positions in this class typically require: grasping, fingering, feeling, talking, hearing, seeing, repetitive motions, climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, and lifting.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Incumbents may be subjected to mechanical parts, electrical currents, vibration, fumes, odors, dusts, gases, poor ventilation, chemicals, extreme temperatures, work space restrictions, inadequate lighting, intense noise and travel.

---

**Additional Requirements:**

Positions in this class require regular attendance and punctual employee presence. Incumbents may be required to work hours in excess of a 40-hour workweek, attend evening meetings and travel.

A detailed background investigation, including a criminal history check and drug screen are required.

---

**Note:**

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department. When job duties and responsibilities change and develop, this job description will be reviewed and is subject to change based on business needs of the City.

---

**Classification History:**

Adopted by Council July 2, 2008 (Superintendent), Resolution No. 5379  
Revised October 22, 2020 (Fleet specific)