



City of Duluth

411 West First Street
Duluth, Minnesota 55802

Meeting Agenda Civil Service Board.

Tuesday, February 2, 2021

4:00 PM

WebEx

1. ROLL CALL

2. APPROVAL OF MINUTES

2A. January 20, 2021

Attachments: [Draft Minutes 01-20-2021](#)

3. OLD BUSINESS

4. NEW BUSINESS

4A. REVIEW NEW AND REVISED JOB DESCRIPTIONS

4A(1) Service Center Supervisor (new)

Attachments: [4A1 Service Center Supervisor](#)

4A(2) Manager, Fleet Services (revised)

Attachments: [4A2 Manager, Fleet Services](#)

5. APPEALS

6. INFORMATIONAL

6A. STATUS OF ALL NEW, PENDING, AND COMPLETE AUDITS

Notice: Item 6A contains Private Data. The information is non-public and disclosure of this material is prohibited; therefore, it has been excluded from this packet.

6B. NON-PUBLIC REVIEW OF ELIGIBLE LISTS

Notice: Item 6B Non-Public Review of New Eligible Lists will be distributed to members at the Civil Service Board meeting.

NEXT REGULAR MEETING SCHEDULED - March 2, 2021 (WebEx)

ADJOURNMENT



City of Duluth

411 West First Street
Duluth, Minnesota 55802

Minutes - Draft

Civil Service Board.

Wednesday, January 20, 2021

4:00 PM

WebEx

Members Present: Joaquim Harris (Chair), Laura Perttula, John Strongitharm

HR Staff Present: Theresa Severance (Board Secretary), Laura Dahl, Aimee Ott, Matt Silverness

Legal Present: Sara Baldwin

1. ROLL CALL

2. APPROVAL OF MINUTES

2A. November 10, 2020

This Civil Service Board Item was approved.

3. UNFINISHED BUSINESS

4. NEW BUSINESS

4A. REVIEW NEW AND REVISED JOB DESCRIPTIONS

4A(1) Construction Services Information & Communications Specialist (revised, including title change to Information & Communications Specialist)

This Civil Service Board Item was approved.

4A(2) Solid Waste Compliance Officer (revised, including title change to Property & Solid Waste Compliance Officer)

This Civil Service Board Item was approved.

4A(3) Opioid Program Specialist (new)

This Civil Service Board Item was approved.

4A(4) Fleet Services Leadworker (revised)

This Civil Service Board Item was approved.

4A(5) Asset & Supply Specialist (new)

This Civil Service Board Item was approved.

4A(6) Fleet Services Inventory Technician I (new)

This Civil Service Board Item was approved.

4A(7) Fleet Services Inventory Technician II (new)

This Civil Service Board Item was approved.

4B. ELECTION OF OFFICERS

4B(1) Chairperson

Chair Harris was nominated for another term and accepted the nomination.

4B(2) Vice-Chairperson

Vice-Chair Perttula was nominated for another term and accepted the nomination.

5. APPEALS

5A. Project Coordinator candidate

The Project Coordinator appeal was denied by the Board.

6. INFORMATIONAL

6A. STATUS OF ALL NEW, PENDING, AND COMPLETED JOB AUDITS

This Item was received.

6B. NON-PUBLIC REVIEW OF ELIGIBLE LISTS

This Item was received.

6C. NEXT REGULAR MEETING SCHEDULED

7. ADJOURNMENT



Human Resources

Room 340
411 West First Street
Duluth, Minnesota 55802

218-730-5210
hrinformation@duluthmn.gov

DATE: February 2, 2021
TO: Civil Service Board
FROM: Heather DuVal
Human Resources Supervisor
SUBJECT: New Job Classification of Service Center Supervisor

**RECOMMENDATION:
APPROVAL OF THE JOB DESCRIPTION FOR THE NEW CLASSIFICATION OF SERVICE CENTER SUPERVISOR.**

Background Information

Fleet Services is undergoing restructuring of their current operations and in doing so, the current classifications were reviewed by employees, management, and Human Resources.

This is a new job description that is being created to support the Manager, the team, and to provide better day-to-day leadership in the service department. It will also lend assistance to the Parts department by taking some of the System Administration and daily processing tasks. Implementing this role allows some offloading of tasks from other positions and is aligned well with this restructuring to allow this division to keep up with the work demand.

The job classification was discussed with the supervisory union and all are agreeable to the proposed job description.

Outline of Duties

The Service Center Supervisor under general direction, supervises, directs, and coordinates the inspection, maintenance, repair, training, and operation of all City vehicles, and equipment and assists in the maintenance and operation of the Fleet Information Management System that monitors City assets and Repair Records.

Recommendation

Based on the above information, and in accordance with Section 13-7 of the Civil Service Code, I recommend that the Civil Service Board approve the new job classification and description for Service Center Supervisor.

SERVICE CENTER SUPERVISOR

SUMMARY/PURPOSE

Under general direction, supervise, direct, and coordinate the inspection, maintenance, repair, training, and operation of all City vehicles and equipment. Assist in the maintenance and operation of the Fleet Information Management System that monitors City assets and repair records.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Prioritize, assign work, and coordinate schedules of Fleet employees, including direction of work plans, creating protocols, and instituting standards to define and measure results.
2. Oversee and participate in the scheduling, diagnosis, and inspection of Fleet repairs and maintenance.
3. Supervise and assist in the distribution of information regarding repair needs, work estimates, progress reports, and final repair costs.
4. Assist in monitoring operating costs including parts, fuel, lubricants, maintenance, and other expenses as assigned.
5. Assist in the recommendation, development, and implementation of new or improved operational procedures and standards for all Fleet employees and outside users concerning fleet maintenance, repair, and operations.
6. Administer and maintain computerized software system in order to process work orders, to track asset repairs, life cycle costs, monitor service work performed, and assist in capital planning.
7. Supervise and perform inspections on all new and repaired vehicles and equipment.
8. In collaboration with the Manager of Fleet Services, inspect and verify basic spec compliance and check for transportation damage on all new, returned, or repaired units.
9. Monitor and assist in managing the City GPS system, including account addition and removal, vehicle and user account creation, device registration, geo-fencing, and conflict resolution.
10. Monitor and assist in managing Citywide fuel system including addition and removal of users Citywide, creation and termination of fuel cards, and conflict resolution.
11. Investigate new products, collect bids, and make price comparisons for tools, equipment, and training.
12. Oversee the purchase of equipment, supplies, and training within established limits of authority.
13. Design and monitor a preventative maintenance plan for City vehicles and equipment.
14. Assist in preparing, reviewing, and monitoring Fleet budget.
15. Process paperwork from all Fleet shop business, including, but not limited to, work orders, parts use, invoices, requisitions, and purchase orders.
16. Maintain thorough records of vehicles and equipment acquired for use by the City.
17. Assist in management of Rolling Stock Capital Equipment Program
18. Drive vehicles to pick up and deliver personnel, vehicles, equipment, parts, supplies, or other items as necessary.
19. Establish operational procedures and standards for all Fleet employees and outside users, concerning the Fleet Information Management System.
20. Manage employee performance and provide training, coaching, and mentoring for employees.
21. Provide clear, sufficient, and timely direction and information to the employees about plans, expectations, tasks, and activities.
22. Demonstrate highly-effective leadership by promoting and supporting the mission and vision of the organization, recognizing and defining issues, and taking initiative towards improvements.
23. Recommend the hire, transfer, assignment, promotion, employee grievance resolution, discipline, suspension, or discharge of assigned personnel.
24. Provide for ongoing training of employees in emerging methods, trends, technologies, and proper and safe work methods and procedures.

25. Establish and maintain positive working relationship with the employees by maintaining two-way communications, producing consistent results, advocating for the team when appropriate, and offering their expertise to improve processes, systems, and the organization.
26. Other duties may be assigned.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements
 - A. Four (4) years of recent verifiable experience as a heavy or light equipment mechanic, including at least two (2) years of experience in a lead capacity or supervisory level; or
 - B. A combination of education and experience accepted as equivalent.
2. Preferred Experience
 - A. Work experience in related field of light and/or heavy vehicle and equipment maintenance in a municipal or mixed fleet environment.
 - B. ASE Master Automotive Technician and/or Additional ASE Certification in the Medium/Heavy Truck Series (T Series).
3. License Requirements
 - A. Possession of a valid Minnesota Class "B" commercial driver's license or privilege by date of appointment and thereafter.
 - B. Ability to obtain a Minnesota Class "A" commercial driver's license if necessary.
 - C. Ability to obtain a Forklift certification (within six months).
4. Knowledge Requirements
 - A. Knowledge of effective leadership and personnel practices.
 - B. Knowledge of the methods, equipment, and materials used for inspecting, diagnosing, repairing, and maintaining vehicles and related equipment.
 - C. Knowledge of local, state, and federal laws, regulations, and manuals related to the inspection, diagnosis, repair, outfitting, and maintenance of City vehicles and equipment.
 - D. Knowledge of materials management and inventory control procedures.
 - E. Knowledge of the risks and liabilities associated with this type of work.
5. Skill Requirements
 - A. Skill in properly inspecting, diagnosing, repairing, outfitting, and maintaining vehicles and related equipment.
 - B. Skill in effectively communicating verbally and in writing.
 - C. Skill in using common software such as spreadsheets, word processing, database management, and internet search tools in the performance of the work.
 - D. Skill in providing superior customer service.
 - E. Skill in maintaining compliance with applicable regulations and policies.
6. Ability Requirements
 - A. Ability to consistently and independently prioritize one's own work and the work of others, including scheduling, assigning staff, and securing resources.
 - B. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
 - C. Ability to maintain confidential information.
 - D. Ability to use good judgment in decision-making.
 - E. Exhibits leadership qualities of dependability and accountability.

- F. Ability to supervise and train personnel in proper use of parts and equipment.
 - G. Ability to facilitate group problem-solving processes, recognizing positive results, managing conflict, and negotiating satisfactory outcomes.
 - H. Ability to direct others in conducting customer service needs analysis and the development of customer service standards.
 - I. Ability to manage multiple complex projects with changing priorities.
 - J. Ability to identify, implement, monitor, and improve procedures.
7. Physical Ability Requirements
- A. Dexterity to operate computer and other office equipment.
 - B. Ability to occasionally work outside in all types of weather.
 - C. Ability to lift or carry parts and equipment weighing up to 60 pounds.
 - D. Ability to transport oneself to, from, and around sites of projects, tests, and other assignments.
 - E. Ability to attend work on a regular basis.

HR: HD	Union: Supervisory	EEOC:	CSB:	Class No:
WC:	Pay:	EEOF:	CC:	Resolution:



Human Resources

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hrinformation
@duluthmn.gov

DATE: February 2, 2021
TO: Civil Service Board
FROM: Heather DuVal
Human Resources Supervisor
SUBJECT: Revised Job Classification of Manager, Fleet Services

**RECOMMENDATION:
APPROVAL OF THE REVISED JOB DESCRIPTION FOR THE CLASSIFICATION OF MANAGER, FLEET SERVICES.**

Background Information

Fleet Services is undergoing restructuring of their current operations and in doing so, the current classifications were reviewed by employees, management, and human resources.

The Fleet Services Manager job classification was most recently revised in 2015. Since this time, the demands and duties of the position have evolved and changed requiring a need to reflect the current duties and responsibilities more accurately. Additionally, the division is going through a reorganization and a Supervisor position is being added to help support the Manager and provide better day-to-day leadership in the service department which also requires clarity on the difference in job duties between these positions.

The revisions to this job classification were discussed with the supervisory union and all are agreeable to the changes.

Outline of Duties

Under general direction, the Fleet Services Manager will plan, direct, and supervise the operations and staff of the fleet management systems and services including the procurement, utilization, operation, maintenance, repair, fueling, and disposition of all City vehicles and equipment.

Recommendation

Based on the above information, and in accordance with Section 13-7 of the Civil Service Code, I recommend that the Civil Service Board approve the revised job description for Manager, Fleet Services.

MANAGER, FLEET SERVICES

SUMMARY/PURPOSE

Manage and oversee the Citywide Rolling Stock Capital Equipment Program. Plan, direct, and supervise the systems and operations of Fleet Services, including the procurement, utilization, operation, maintenance, repair, fueling and disposition of all City vehicles and equipment.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Manage the operations of Fleet Services in accordance with procurement protocols including performance and cost benefit analysis of all Fleet Services functions.
2. Prepare, review, and monitor the Fleet budget.
3. Manage GPS training, installation, notifications, reporting, and troubleshoot as needed.
4. Manage shipments and send out freight and equipment for repairs, return, or auction sale.
5. Manage Fleet building security system.
6. Coordinate and perform tasks related to licensing City vehicles, including budgeting for, ordering, purchasing, and delivering license plates, tabs, titles, vehicles, equipment, and supplies.
7. Maintain regular verbal and written correspondence with shop personnel, vendors, and other departments and outside organizations.
8. Design, operate, and maintain fleet management software systems in order to track inventory, process work orders, and track payment invoices.
9. Design and monitor a preventative maintenance program for all City vehicles and equipment.
10. Oversee the scheduling, diagnosis, and inspection of vehicle repair and maintenance.
11. Recommend, develop, and implement new or improved operational procedures.
12. Process paperwork from all Fleet shops, including work orders, parts use, invoices, and Purchase Authorization Forms (PAFs).
13. Manage Fleet Planning Committee to develop and standardize vehicle and equipment specifications.
14. Manage fixed asset property records for all property transactions.
15. Manage the rolling stock Capital Equipment Program including development of long-term Rolling Stock replacement programs for City departments.
16. Develop annual, 5-year, and long-term Rolling Stock replacement programs for all City departments.
17. Provide lifecycle, replacement cycle, and replacement forecast reports to guide departmental decisions.
18. Research new products, collect bids, and make price comparisons for parts and equipment.
19. Prepare all asset replacement justification documentation, including lifecycle reports, statement of purpose narrative, and replacement impact form.
20. Provide complete actionable quotes to departments for requisition preparation.
21. In collaboration with Service Center Supervisor, inspect and verify basic spec compliance and check for transportation damage.
22. Serve as a member on the Accident Review Board.
23. Manage employee performance and provide training, coaching, and mentoring for employees.
24. Provide clear, sufficient, and timely direction and information to the employees about plans, expectations, tasks, and activities.
25. Demonstrate highly-effective leadership by promoting and supporting the mission and vision of the organization, recognizing and defining issues, and taking initiative towards improvements.
26. Recommend the hire, transfer, assignment, promotion, employee grievance resolution, discipline, suspension, or discharge of assigned personnel.
27. Provide for ongoing training of employees in emerging methods, trends, technologies, and proper and safe work methods and procedures.

28. Establish and maintain positive working relationship with the employees by maintaining two-way communications, producing consistent results, advocating for the team when appropriate, and offering their expertise to improve processes, systems, and the organization.
29. Other duties may be assigned.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements
 - A. Five (5) years of verifiable supervisory experience in a position responsible for budget preparation, inventory control, procurement, operation and maintenance of fleet vehicles, or a combination of equivalent training and education.
2. Preferred Experience
 - A. Work experience in related field of light and/or heavy vehicle and equipment maintenance in a municipal or mixed fleet environment.
3. License Requirements
 - A. Possession of a valid Minnesota Class "B" commercial driver's license.
4. Knowledge Requirements
 - A. Extensive knowledge of current trends and technological developments pertaining to procurement, utilization, operation, budget/cost allocation, and fuel/maintenance.
 - B. Knowledge of the methods, equipment, and materials used for inspecting, diagnosing, repairing, and maintaining vehicles and related equipment.
 - C. Knowledge of the principles and practices of automotive repair shop management.
 - D. Knowledge of the professional and technical standards of fleet management.
 - E. Knowledge of applicable federal and state occupational safety and health standards.
 - F. Knowledge of state vehicle laws and defensive driving techniques.
 - G. Knowledge of budgetary practices.
 - H. Knowledge of effective leadership and personnel practices.
 - I. Knowledge of accepted supervisory practices.
5. Skill Requirements
 - A. Skill in business practices applicable to fleet management (i.e., system analysis, computer utilization, and financial recordkeeping).
 - B. Skill in materials management and inventory control methods and procedures, including bidding, interpreting parts manuals, ordering, purchasing, receiving, issuing, and recording inventory.
 - C. Skill in directing the operation of the vehicle management information system.
 - D. Skill in establishing and standardizing vehicle replacement policies and developing a preventative maintenance program.
 - E. Skill in operating forklifts and other heavy equipment as required.
 - F. Skill in effectively communicating verbally and in writing.
 - G. Skill in performing accurate mathematical calculations for the purpose of developing and maintaining parts budget and purchasing equipment and supplies.
6. Ability Requirements
 - A. Ability to consistently and independently prioritize one's own work and the work of others, including scheduling, assigning staff, and securing resources.

- B. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
 - C. Ability to maintain confidential information.
 - D. Ability to use good judgment in decision-making.
 - E. Exhibits leadership qualities of dependability and accountability.
 - F. Ability to supervise and train personnel in proper use of parts and equipment.
 - G. Ability to monitor operations, maintain accurate records, analyze data for budgets and purchasing, and prepare required reports.
7. Physical Ability Requirements
- A. Dexterity to operate computer and other office equipment.
 - B. Ability to occasionally work outside in all types of weather.
 - C. Ability to lift or carry parts and equipment weighing up to 60 pounds.
 - D. Ability to transport oneself to, from, and around sites of projects, tests, and other assignments.
 - E. Ability to attend work on a regular basis.

HR: HD	Union: Supervisory	EEOC: Paraprofessionals	CSB:	Class No: 1754
WC: 8810	Pay: 1100-1115	EEOF: Other	CC:	Resolution:
<i>Title change from Manager, Maintenance & Supply Services (16-0057R; 01/25/2016)</i>				

MANAGER, FLEET SERVICES

SUMMARY/PURPOSE

Manage and oversee the Citywide Rolling Stock Capital Equipment Program. PUnder general direction, plan, direct, and supervise the systems and operations of Fleet Services , and staff of the fleet management systems and services including the procurement, utilization, operation, maintenance, repair, fueling and disposition of all City vehicles and equipment.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Manage the operations of Fleet Services in accordance with procurement protocols including Measure performance and conduct cost benefit analysis of all Fleet Services functions.
2. Prepare, review, and monitor the fleet budget.
3. Manage GPS training, installation, notifications, reporting, and troubleshoot as needed.
4. Manage shipments and send out freight and equipment for repairs, return, or auction sale.
5. Manage Fleet building security system.
6. Coordinate and perform tasks related to licensing City vehicles, including budgeting for, ordering, purchasing, and delivering license plates, tabs, titles, vehicles, equipment, and supplies.
7. Maintain regular verbal and written correspondence with shop personnel, vendors, and other departments and outside organizations.
8. Design, operate and maintain fleet management software systems in order to track inventory, process work orders, and track payment invoices.
9. Design and monitor a preventative maintenance program for all City vehicles and equipment.
10. Oversee the scheduling, diagnosis, and inspection of vehicle repair and maintenance.
11. Recommend, develop, and implement new or improved operational procedures.
12. Process paperwork from all Fleet shops, including work orders, parts use, invoices, and PAF's.
13. Manage Fleet Planning Committee to develop and standardize vehicle and equipment specifications.
- 4.14. Manage fixed asset property records for all property transactions.
2. Operate and maintain fleet management software systems in order to track inventory, process work orders and payment invoices, manage duties related to vehicle fueling, and manage fleet work orders.
3. Requisition parts and supplies in a timely manner and maintain adequate stock levels by forecasting seasonal demands, departmental needs, preventative maintenance activity, and general stock trends.
15. Manage the rolling stock Capital Equipment Program including development of long-term Rolling Stock replacement programs for City departments.
16. Develop annual, 5 year, and long-term Rolling Stock replacement programs for all City departments.
- 4.17. Provide lifecycle, replacement cycle, and replacement forecast reports to guide departmental decisions.
5. Organize storage facility and operate equipment to receive, store, and move stock.
6. Protect stock from destruction, abuse, fire, and theft.
7. Inspect stock received to verify conformance to specifications prior to authorizing payment.
8. Prepare order for delivery, distribute stock, and maintain records of materials issued.
9. Manage and approve expenditures and purchase materials within established limits of authority.
18. Research new products, collect bids, and make price comparisons for parts and equipment.
40. Prepare all asset replacement justification documentation including lifecycle reports, statement of purpose narrative, and replacement impact form.
19.
20. Provide complete actionable quotes to departments for requisition preparation.

- ~~41.—In collaboration with Service Center Supervisor, inspect and verify basic spec compliance and check for transportation damage. Manage shipments and send out freight and equipment for repairs, return, or auction sale.
Prioritize, assign work, coordinate schedules, and supervise personnel to ensure completion of work.
Effectively recommend the hire, transfer, promotion, suspension, or discharge of subordinate personnel.
Establish work standards and conduct employee evaluations.
Monitor work sites to ensure compliance with established methods, guidelines, and procedures.
Train personnel in the care and preservation of materials and equipment and in correct and safe operating procedures.
Effectively recommend adjustments or other actions in employee grievances.
Delegate authority and responsibilities to others as needed.
Disseminate information to employees through oral and written communications.
Prepare, review, and monitor the fleet budget.
Process paperwork from all Fleet shops, including work orders, parts use, invoices, and PAFs.
Design, maintain, and operate computer inventory systems.
Maintain regular verbal and written correspondence with shop personnel, vendors, and other departments and outside organizations.
Coordinate and perform tasks related to licensing City vehicles, including budgeting for, ordering, purchasing, and delivering license plates, tabs, titles, vehicles, equipment, and supplies.
Design and monitor a preventative maintenance program for all City vehicles and equipment.
Manage the scheduling, diagnosis, and inspection of vehicle repair and maintenance.
Effectively recommend, develop, and implement new or improved office procedures.
Manage fixed asset property records for all property transactions.
Assist City departments in leasing and managing equipment.
Manage training sessions and training records for Fleet employees.
Manage GPS training, installation, notifications, reporting, and troubleshoot as needed.~~
- 42.21. Manage Fleet building security system.
22. Serve as a member on the Accident Review Board.
23. Manage employee performance and provide training, coaching, and mentoring for employees.
24. Provide clear, sufficient, and timely direction and information to the employees about plans, expectations, tasks, and activities.
25. Demonstrate highly effective leadership by promoting and supporting the mission and vision of the organization, recognizing and defining issues, and taking initiative towards improvements.
26. Recommend the hires, transfer, assignment, promotion, employee grievance resolution, discipline, suspension, or discharge of assigned personnel.
27. Provide for ongoing training of employees in emerging methods, trends, technologies, and proper and safe work methods and procedures.
- 43.28. Establish and maintain positive working relationship with the employees by maintaining tow-way communications, producing consistent results, advocating for the team when appropriate, and offering their expertise to improve processes, systems, and the organization.
- 44.29. Other duties may be assigned. Perform other related duties as assigned.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements

- A. Five (5) years of verifiable supervisory experience in a position responsible for budget preparation, inventory control, procurement, operation and maintenance of fleet vehicles, or a combination of equivalent training and education.

2. Preferred Experience

- A. Work experience in related field of light and/or heavy vehicle and equipment maintenance in a municipal or mixed fleet environment.

~~B.A.~~

4.3. License Requirements

- A. Possession of a valid Minnesota Class "B" commercial driver's license.
- A. _____

2.4. Knowledge Requirements

- A. Extensive knowledge of current trends and technological developments pertaining to procurement, utilization, operation, budget/cost allocation, and fuel/maintenance.
- B. Knowledge of the methods, equipment and materials used for inspecting, diagnosing, repairing and maintaining vehicles and related equipment.
- C. Knowledge of the principles and practices of automotive repair shop management.
- D. Knowledge of the professional and technical standards of fleet management.
- E. Knowledge of applicable Federal and State occupational safety and health standards.
- F. Knowledge of state vehicle laws and defensive driving techniques.
- G. Knowledge of budgetary practices.
- H. Knowledge of effective leadership and personnel practices. ~~Knowledge of basic office procedures.~~
- I. Knowledge of accepted supervisory practices.

3.5. Skill Requirements

- A. Skill in business practices applicable to fleet management (i.e., system analysis, computer utilization, and financial record keeping).
- B. Skill in materials management and inventory control methods and procedures, including bidding, interpreting parts manuals, ordering, purchasing, receiving, issuing, and recording inventory.
- C. Skill in directing the operation of the vehicle management information system.
- D. Skill in establishing and standardizing vehicle replacement policies and developing a preventative maintenance program.
- E. Skill in operating forklifts and other heavy equipment as required.
- F. Skill in effectively communicating verbally and in writing.
- G. Skill in performing accurate mathematical calculations for the purpose of developing and maintaining parts budget and purchasing equipment and supplies.

4.6. Ability Requirements

- A. Ability to consistently and independently prioritize one's own work and the work of others, including scheduling, assigning staff, and securing resources.
- B. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
- C. Ability to maintain confidential information.
- D. Ability to use good judgment in decision-making.
- A-E. Exhibits leadership qualities of dependability and accountability. Ability to prioritize work.
- ~~B. Ability to establish an information system to support internal auditing and billing.~~
- ~~C-F. Ability to supervise and train personnel in proper use of parts and equipment.~~
- ~~D-G. Ability to monitor operations, maintain accurate records, analyze data for budgets and purchasing, and prepare required reports.~~

- ~~5. Ability to establish and maintain effective working relationships with supervisors, subordinates, and the public.~~
- ~~6. Mechanical ability.~~
- ~~7. Ability to work and make decisions under pressure.~~
- ~~8.~~

9.7. Physical Ability Requirements

- A. Dexterity to operate computer and other office equipment. Ability to use a computer to prepare and maintain work orders, invoices, parts use, etc.
- B. Ability to occasionally work outside in all types of weather.
- C. Ability to lift or carry parts and equipment weighing up to 60 pounds.
- D. Ability to work rotating shifts or be on call as necessary. Ability to transport oneself to, from, and around sites of projects, tests, and other assignments.
- E. Ability to attend work on a regular basis.

HR: TS	Union: Supervisory	EEOC: Paraprofessionals	CSB: 11/17/2015	Class No: 1754
WC: 8810	Pay: 1100-1115	EEOF: Other	CC: 01/25/2016	Resolution: 16-0057R
Title change from Manager, Maintenance & Supply Services 01/25/2016				