



City of Kansas City, Missouri Job Class Specification

Job Title:	FLEET ASSET SUPERINTENDENT	Department:	MULTI
Job Code:	5240	Status:	EXEMPT
		Grade:	EX-6

Summary

This is responsible supervisory and technical work in directing a mechanical maintenance division concerned with the shop repair and maintenance of a wide variety of automotive, construction, and related equipment.

Work involves responsibility for the establishment of uniform practices and policies relating to motor equipment repair and maintenance and for making decisions as to the serviceability and adequacy of equipment. Responsibility also includes reviewing the automotive and other equipment needs of various sections of the General Services Department and writing specifications to fill such needs. The employee contacts equipment suppliers, inspects bids submitted, and recommends the purchase of automotive and related equipment. Work is performed with considerable independence within the framework of general policies established by the Director of Public Works.

Duties and Responsibilities

- Plans, coordinates, and assigns through supervisory personnel the work of employees engaged in the repair and maintenance of a large fleet of city owned cars, trucks, and other automotive equipment as well as heavy and specialized road construction and maintenance equipment and machinery.
- Prepares specifications for additional automotive equipment and replacements; advises regarding the acceptance or rejection of bids submitted.
- Makes recommendations concerning the use of materials and work methods which may result in increased efficiency and economy; prepares budget estimates for the Division of Motor Equipment.
- Studies and analyzes shop work methods and procedures to establish safety precautions against occupational hazards involved in automotive repair and maintenance work.
- Inspects assigned shops, garages, and other facilities in order to keep in touch with work in progress, the condition of equipment and premises, and the overall needs of the division.
- Performs related duties as required.

Technical Skills

Thorough knowledge of:

The principles and practices of automotive repair shop management.

The characteristics and maintenance needs of a wide variety of automotive and mechanical equipment.

The general techniques, materials, and practices of automotive mechanics and related trades.

Considerable knowledge of:

The mechanisms, uses, limitations, and maintenance of automotive and related equipment specifically including heavy duty trucks and specialized road construction machinery.

Office and financial record keeping practices.

Ability to:

Develop procedures for the economical operation of automotive repair shops for the most efficient and economical operation and use of automotive equipment.

Plan, organize, and supervise the work of a varied staff of skilled and semi-skilled trades workers and office personnel in a manner conducive to full performance and high morale.

Prepare and interpret specifications for the purchase of equipment.

Establish and maintain effective working relationships with associates and subordinate employees.

Education and Experience

High school graduation, supplemented by advanced training in gasoline and diesel automotive mechanical repair; and ten (10) years experience in a moderately large scale program of maintenance and repair of light and heavy automotive and road construction equipment, including six (6) years in a responsible supervisory capacity. Such experience should be of a progressively responsible nature;

or

Accredited Bachelor's degree with major course in automotive or mechanical engineering or related field of study; and six (6) years of progressively responsible supervisory experience in a moderately large scale program of maintenance and repair of light and heavy automotive and road construction equipment.

**Certificates/
Licenses/Special
Requirements**

- Must possess a valid State -issued driver's license in accordance with the City of KCMO policies.
- Possession of a valid CDL (Commercial Driver's License) Class A, B, or C issued by the state of Missouri (Appropriate CDL will be determined by the department).
- Will be required to pass a preemployment drug screen.
- Must pass a physical examination as prescribed by the City.
- Must pass a background check as prescribed by the City.

**Supervisory
Responsibility**

Supervision is exercised over a moderately large staff of skilled craftsmen, semi-skilled and unskilled workers, and clerical personnel.

**Supervision
Received**

Work is performed under the direction of the Director of General Services or designee.

Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.

Created

4/73

Revised

4/95, 9/06, 11/14, 8/2022, 01/2024