



# CITY OF LA VERNE

3660 D Street, La Verne, California 91750

## **FLEET SUPERINTENDENT**

*MONDAY-THURSDAY, EVERY FRIDAY OFF*

**SALARY RANGE:**

Step 1	Step 2	Step 3	Step 4	Step 5
\$90,793	\$95,333	\$100,100	\$105,105	\$110,360

Annual salary based on a 36-hour workweek (see hours below)

**Excellent benefit package includes up to \$1,700 monthly toward family medical coverage.** Social Security (FICA) taxes are not deducted as the City of La Verne participates in CalPERS in lieu of the Social Security system.

**THE POSITION:**

The Fleet Superintendent oversees the Fleet Maintenance Division of the Public Works Department. The Fleet Superintendent is responsible for planning, organizing, coordinating, directing and reviewing all City fleet operations and activities, including vehicle and equipment acquisition, utilization, maintenance, repair, and disposal, and provides responsible staff assistance.

**HOURS:**

The Fleet Division enjoys a four (4) day workweek with 9-hour shifts; normal schedule is Monday through Thursday, 6:30 a.m. to 4:00 p.m. (closed Fridays).

**DESIRABLE QUALIFICATIONS:**

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Education: College level coursework in business administration, public administration or fleet operation.

Experience: Minimum of five years supervisory experience in fleet management involving the full range of motorized vehicles found in a municipal fleet, including purchasing, maintenance and disposal.

Knowledge of: Fleet operations policies and procedures, including the operation and maintenance of varied types of motorized equipment; financial record keeping practices including internal service fund revenue and expenditure budget procedures; federal, state and local transportation laws, rules and regulations; materials, methods, practices, and equipment used in vehicle maintenance and repair; occupational hazards and standard safety precautions in the work place; principles of organization, administration, budget and personnel management, and emissions regulations of Bureau of Automotive Repair (B.A.R.), Air Resources Board, and South Coast Air Quality Management District.

Ability to: Develop and implement goals, objectives, policies and priorities of the Fleet Maintenance Division; prepare technical specifications, government contracts, and bid packages for the City's fleet; review bids and make recommendations; make vendor selection for vehicles, equipment, supplies, parts, and services; administer a comprehensive vehicle maintenance and repair program for automotive equipment, heavy equipment, and other specialized equipment including public safety and fire apparatus; maintain records and prepare written reports; plan, organize, and assign the work of staff, analyze administrative and technical problems, make sound policy and procedural recommendations to resolve problems, prepare comprehensive reports of equipment management activities and cost, and communicate clearly and effectively orally and in writing.

License or Certificates: Possession of, or ability to obtain, an appropriate valid California Driver's License.

**SELECTION PROCESS:** Candidates with qualifications that satisfy the desirable qualifications above will be invited to participate in a competitive examination process that will include the following phases:

<u>PHASE</u>	<u>WEIGHT</u>
Written examination	Qualifying
*Appraisal Interview	100%
Background Check	Qualifying
Medical examination (including drug screen)	Qualifying

Appointments are subject to a 12-month probationary period.

\*A limited number of candidates will be invited to participate in the first phase of the appraisal interview process.

As part of the background check prior to employment, an employee must obtain at his/her own expense, a copy of his/her driving history from the State Department of Motor Vehicles (DMV). Only original copies of the employee's driving history will be accepted.

**APPLICATION PROCEDURE:** Send letter of interest and résumé via e-mail to [hr@cityoflaverne.org](mailto:hr@cityoflaverne.org) or in person to the Personnel Office (3660 D Street, La Verne) by 5 p.m., Thursday, February 15, 2018.

**FILING DEADLINE:** **5 p.m.—Thursday, February 15, 2018**

**BENEFITS:**

- Up to \$1,700 monthly toward family medical coverage and dental plan
- Classic PERS members—CalPERS Formula 2.5% @ 55 (Employee contribution 8% annual salary)  
New CalPERS members: CalPERS Pension Reform Formula 2% @ 62 (Employee contribution 6.25% annual salary)
- City-paid life insurance benefit
- 2.8 to 5.0 weeks of vacation per year depending on years of service
- Eleven (11) paid holidays per year
- Accrual of 8 hours of sick leave per month
- City-paid long term disability plan
- \$1,700 tuition reimbursement for job-related courses

As required by state law, the City provides consideration for veterans who served during military actions. Eligible veterans should notify Personnel **in writing** at the time of application.

Under Federal law, employees must contribute 1.45% of their gross monthly earnings for Medicare coverage. The City will match the employee's contribution.

In compliance with the Americans with Disabilities Act (ADA), if special assistance to participate in this recruitment is needed, contact the Personnel Office.

The City recruits and hires without regard to race, color, religion, physical disability or condition, sexual orientation, gender, age, or national origin, except in those specific instances whereby a bona fide occupational qualification demands otherwise.

The City of La Verne hires only United States citizens or lawfully authorized aliens. The provisions of this bulletin do not constitute an express or implied contract.

Any provision contained in this bulletin may be modified or revoked without further notice.

**PERSONNEL OFFICE (909) 596-8726**

**Website: [www.cityoflaverne.org](http://www.cityoflaverne.org)**

**Equal Opportunity Employer**