



## City of Aurora

### JOB DESCRIPTION

**TITLE:** SUPERINTENDENT OF FLEET  
OPERATIONS

**JOB CODE:** 23210

**DEPARTMENT:** Executive

**SALARY GRADE:** E17

**LABOR GROUP/PAY PLAN:** Executive Pay Plan

**FLSA STATUS:** Exempt

**LOCATION:** Various

**EFFECTIVE:** 1/11/2024

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#### **Definition**

Under the administrative direction of the Chief Public Facilities Officer and Director of Public Facilities, plans, coordinates, and directs the operations of the Fleet Maintenance Division. Administers various fleet maintenance programs and services.

#### **Physical Demands and Equipment**

Some tasks for this position may regularly be performed with exposure to adverse environmental conditions, such as dust, pollen, odors, wetness, humidity, rain, fumes, temperature, and noise extremes, machinery, vibrations, electric currents, traffic hazards, or pathogenic substances.

#### **Essential Functions of the Job**

1. Maintains a detailed inventory of the City of Aurora fleet of vehicles and equipment.
2. Maintains detailed maintenance records for all fleet assets.
3. Plans, directs, and coordinates a comprehensive scheduled maintenance program through administration of schedules, administration or maintenance agreements, and supervision of the work activities of a staff of managerial, skilled workers and outside vendors.
4. Analyzes, prepares, and oversees the annual division operating budget.
5. Provides oversight of the planning, budget administration, and coordination of the City's fleet operations including the replacement parts, preventative maintenance, repair, specifications, purchase recommendations and training functions.
6. Oversees the administration of the City's fleet requirements and evaluates competitive approaches to fulfilling those needs and implements purchase/lease programs which best serve the needs of user departments and the City.
7. Determines fleet class replacement intervals and coordinates the specification, acquisitions, and eventual disposals.
8. Maintains the City's motor fuel inventory and dispensing sites, ensuring proper operation and compliance with all applicable laws and ordinances.
9. Establishes and implements divisional operating policies and procedures to ensure the most efficient methods and economical means of fleet maintenance; identifies priorities and delegates assignments accordingly.

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10. Oversees the division operating plans, reports, and activities, providing technical advice and assistance as required. Implements all new or revised policies or procedures approved by the Mayor and City Council. Coordinates work within the Department and combines manpower and equipment to handle emergency situations.
11. Negotiates contract agreements applicable to fleet operations.
12. Performs other related duties as required or assigned.

### **Required Knowledge and Abilities**

- Requires substantial knowledge of fleet principles and operations.
- Requires the ability to operate a computer.
- Requires the ability to compile, analyze, and report statistical data.
- Requires excellent oral and written communication skills.
- Requires ability to organize, plan, and coordinate the activities of a division.
- Requires ability to develop and implement long-range plans and programs.
- Requires ability to make decisions pertaining to divisional policies and complex administrative problems.
- Requires ability to establish and maintain effective working relationships with other City officials, departmental officials, employees, and the public,
- Requires the ability to effectively lead, motivate, and develop employees.
- Requires the ability to make decisions that are consistent with program development and normal budgetary constraints.

### **Qualifications for Hire**

- Requires a bachelor's degree or equivalent work experience.
- Governmental unit fleet experience preferred.
- Requires at least at least five (5) years of supervisory experience.
- Requires at least four (4) years of experience in fleet operations management or equivalent role.
- Requires a valid driver's license.

### **Disclaimer**

The above statements are intended to describe the general nature and level of work being performed by an employee assigned to this position and are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

SUPERINTENDENT OF FLEET OPERATIONS  
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**JOB DESCRIPTION ACKNOWLEDGEMENT**

I, \_\_\_\_\_, acknowledge that I have received a copy of my job description. The description of SUPERINTENDENT OF FLEET OPERATIONS describes the duties for employment in this position. I acknowledge and understand that this is not a contract of employment. I understand that I am responsible for reading this job description in its entirety and complying with all job duties, requirements, and responsibilities contained herein, and any subsequent revisions

I understand that the physical demands described are representative of those that must be met by the employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions by contacting the Human Resources Department.

The City of Aurora is an Equal Opportunity Employer.

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Applicant/Employee Signature

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Date