



Human Resources

Room 340
411 West First Street
Duluth, Minnesota 55802



218-730-5210



hrinformation
@duluthmn.gov

DATE: January 20, 2021

TO: Civil Service Board

FROM: Laura Dahl
Human Resources Generalist

SUBJECT: Revised Job Classification of Fleet Services Leadworker

RECOMMENDATION:

APPROVAL OF THE REVISED JOB DESCRIPTION FOR THE CLASSIFICATION OF FLEET SERVICES LEADWORKER.

Background Information

Fleet Services is undergoing restructuring of their current operations, and in doing so, the current classifications were reviewed by the employees, management, and Human Resources. The Fleet Services Leadworker job classification was most recently revised in 1998. It was time to update the job description to our new format and to add our standard language. Fleet Services is in the process of adding a supervisory role to their division and some of the administrative duties from the leadworker role will be shifted to the supervisor classification. The leadworker will now have more responsibility coordinating and performing maintenance/repair tasks and leading the mechanics.

Outline of Duties

Coordinate, direct, and participate in the inspection, maintenance, repair, and operation of City vehicles, equipment, and other fleet maintenance activity.

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 Fleet Services Leadworker.

FLEET SERVICES LEADWORKER

SUMMARY/PURPOSE

Coordinate, direct, and participate in the inspection, maintenance, repair, and operation of City vehicles, equipment, and other fleet maintenance activity.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Oversee and perform diagnostic tests on vehicles and equipment to identify repair needs.
2. Oversee maintenance and repair of vehicles and equipment and assist personnel as needed.
3. Coordinate and perform inspections on all new and repaired vehicles and equipment.
4. Inform Service Center Supervisor and the appropriate departments of repair needs, provide progress reports, and submit work estimates and final repair costs.
5. Investigate new products, collect bids, and make price comparisons for parts and equipment. Authorize purchase of equipment and supplies within established limits of authority.
6. Assist in designing and monitoring a preventative maintenance plan for City vehicles and equipment.
7. Collaborate with the supervisor to establish work standards and assist in conducting employee evaluations.
8. Monitor work sites to ensure compliance with established methods, guidelines, standards and procedures.
9. Train personnel in the care and preservation of materials and equipment and in the correct and safe methods and procedures necessary to accomplish their assigned work.
10. Assist in the inspection and preparation of vehicles and equipment for auction.
11. Maintain strong communication with employees and share organizational updates as appropriate.
12. Perform record keeping and other administrative duties.
13. Create Purchase Orders and process invoices for work or service performed and supplies purchased.
14. Respond to complaints and inquiries via email, telephone and in person.
15. Maintain daily computer service records including work orders, service activity, parts use, warranty information, and inspection records.
16. Assist in developing division budgets by writing specifications, researching and recommending vehicles and equipment and by providing cost estimates.
17. Assist the manager in the recommendation, development and implementation of new or improved operational procedures.
18. In collaboration with the supervisor, organize and direct the work activities of assigned team, and determine work priorities, assignments, and work schedules.
19. Provide input on decisions regarding the hiring and discipline of personnel.
20. Establish and maintain positive working relationship with the supervisor and employees by maintaining two-way communication, producing consistent results, advocating for the team when appropriate, and offering expertise to improve processes, systems, and the organization.
21. 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 experience in a municipal or mixed fleet setting as a heavy, light, or industrial equipment mechanic, welding or fabricating technician, or a combination of education and experience accepted as equivalent.
2. License Requirements

- A. Possession of MNDOT Vehicle Inspection License or privilege by date of appointment and thereafter.
 - B. Possession of a valid Minnesota Class "B" commercial driver's license or privilege by date of appointment and thereafter.
 - C. Acquire and maintain forklift certification within six months of hire.
 - D. Ability to obtain a Minnesota Class "A" commercial driver's license if necessary.
3. Knowledge Requirements
- A. Knowledge of local, state, and federal laws, regulations, and manuals related to the inspection, diagnosis, repair, outfitting, and maintenance of City vehicles and heavy and light equipment.
 - B. Knowledge of materials management and inventory control procedures.
 - C. Knowledge of methods and practices used in designing building plans for equipment such as cranes, hoists, and fences.
4. 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 multiple computer software suites. (MS Office, Outlook, FIMS)
5. Ability Requirements
- A. Ability to write equipment specifications to the appropriate scale.
 - B. Mechanical ability.
 - C. Ability to work under pressure.
 - D. Ability to set expectations and provide training in safe and proper work methods, development, and coaching for employees in conjunction with the supervisor.
 - E. 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.
 - F. Ability to maintain confidential information.
 - G. Ability to use good judgment in decision-making.
 - H. Exhibit leadership qualities of dependability and accountability.
6. Physical Ability Requirements
- A. Ability to occasionally move under and over equipment in order to conduct inspections and to perform necessary maintenance or repairs.
 - B. Ability to work rotating shifts and overtime as needed.
 - C. Ability to transport oneself to, from, and around sites of projects, tests, and other assignments.
 - D. Ability to attend work on a regular basis.
 - E. Ability to occasionally lift materials up to 50 pounds such as impact wrenches and batteries and to frequently lift materials up to 20 pounds such as hand tools or vehicle parts.

HR: LD	Union: Basic	EEOC:	CSB:	Class No:
WC:	Pay:	EEOF:	CC:	Resolution:

FLEET SERVICES LEADWORKER

SUMMARY/PURPOSE

Coordinate, direct, and participate in the inspection, maintenance, repair, and operation of City vehicles, equipment, and other fleet maintenance activity.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Oversee and perform diagnostic tests on vehicles and equipment to identify repair needs.
2. Prioritize and assign repair work.
3. Oversee maintenance and repair of vehicles and equipment and assist personnel as needed.
4. Coordinate and perform inspections on all new and repaired vehicles and equipment.
5. Inform Service Center Supervisor, ~~and on occasion, and the~~ appropriate departments of repair needs, provide progress reports, and submit work estimates and final repair costs.
6. Investigate new products, collect bids, and make price comparisons for parts and equipment. Authorize purchase of equipment and supplies within established limits of authority.
7. Assist in designing and monitoring a preventative maintenance plan for City vehicles and equipment.
8. ~~Organize and direct the work activities of assigned personnel~~ [LD1].
9. ~~Prioritize, assign work, and coordinate schedules of personnel to ensure completion of work.~~
10. ~~Assist in the hire, transfer, suspension or discharge of assigned personnel~~ [LD2].
- 11.8. Collaborate with the supervisor S.C.S to establish work standards and assist in conducting employee evaluations.
9. Monitor work sites to ensure compliance with established methods, guidelines, standards and procedures.
- 12.10. Assist in the inspection and preparation of vehicles and equipment for auction.
- 13.11. Train personnel in the care and preservation of materials and equipment and in the correct and safe methods and procedures necessary to accomplish their assigned work.
- 14.12. Maintain strong communication with employees and share organizational updates as appropriate. Disseminate information to employees through bulletins and other means of communication.
- 15.13. Perform record keeping and other administrative duties.
- 16.14. Create Purchase Orders and process invoices for work or service performed and supplies purchased.
- 17.15. Respond to complaints and inquiries via email, telephone and in person.
- 18.16. Maintain daily computer service records including work orders, service activity, parts use, warranty information, and inspection records.
17. Assist in developing division budget by researching and recommending vehicles and equipment and by providing cost estimates.
- 19.18. Assist the manager in the recommendation, development and implementation of new or improved operational procedures.
- 20.19. ~~Knowledge of accepted supervisory practices.~~
- 24.20. In collaboration with the supervisor, organize and direct the work activities of assigned team, and determine work priorities, assignments, and work schedules.
- 22.21. Provide input on decisions regarding the hiring and discipline of personnel.
- 23.22. Establish and maintain positive working relationship with the supervisor and employees by maintaining two-way communication, producing consistent results, advocating for the team when appropriate, and offering expertise to improve processes, systems, and the organization.
- 24.23. 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 experience in a municipal or mixed fleet setting as a heavy, light or industrial equipment mechanic, welding or fabricating technician, or a combination of education and experience accepted as equivalent.
- 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 multiple computer software suites. (MS Office, Outlook, FIMS)

2. License Requirements

- A. Possession of MNDOT Vehicle Inspection License or privilege by date of appointment and thereafter.
- B. Possession of a valid Minnesota Class "B" commercial driver's license or privilege by date of appointment and thereafter.
- C. Acquire and maintain forklift certification within six months of hire.
- B-D. ability to obtain a Minnesota Class A commercial driver's license if necessary.

3. Knowledge Requirements

- A. Knowledge of local, state, and federal laws, regulations, and manuals related to the inspection, diagnosis, repair, outfitting, and maintenance of City vehicles and heavy and light equipment.
- B. Knowledge of materials management and inventory control procedures.
- C. Knowledge of methods and practices used in designing building plans for equipment such as cranes, hoists, and fences.

4. 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.
- B. Skill in multiple computer software suites. (MS Office, Outlook, FIMS)
- C.

5. Ability Requirements

- A. Ability to set expectations and provide training in safe and proper work methods, development, and coaching for employees in conjunction with the supervisor.
- 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. Exhibit leadership qualities of dependability and accountability.

F.

6. Physical Ability Requirements

- A. Ability to transport oneself to, from, and around sites of projects, tests, and other assignments.
- B. Ability to attend work on a regular basis.
- C. Ability to occasionally lift materials up to 50 pounds such as impact wrenches and batteries and to frequently lift materials up to 20 pounds such as hand tools or vehicle parts.

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