

DATE SUBMITTED 07/30/2025  
 SUBMITTED BY Human Resources  
 DATE ACTION REQUIRED 08/06/2025

COUNCIL ACTION (X)  
 PUBLIC HEARING REQUIRED ( )  
 RESOLUTION ( )  
 ORDINANCE 1<sup>ST</sup> READING ( )  
 ORDINANCE 2<sup>ND</sup> READING ( )  
 CITY CLERK'S INITIALS ( )

**IMPERIAL CITY COUNCIL  
 AGENDA ITEM**

SUBJECT:                    DISCUSSION/ACTION: 1. Approve and Adopt the revised job description for Fleet and Facilities Supervisor and replace the current job description.	
DEPARTMENT INVOLVED: Human Resources	
BACKGROUND/SUMMARY: The City of Imperial is requesting the Council's authorization to approve and adopt the revised job description for Fleet and Facilities Supervisor and replace the current job description. This revised job description will enhance scope of work required for this position to better fit the needs of the department and the City.	
FISCAL IMPACT: NOT TO EXCEED Position is fully budgeted for FY 25-26. There is no fiscal impact as the salary remains at the same range.	FINANCE INITIALS <div style="text-align: right; margin-top: 10px;"><u>VM</u></div>
STAFF RECOMMENDATION: Recommendation to approve and adopt the revised job description for Fleet and Facilities Supervisor and replace the current job description.	DEPT. INITIALS <div style="text-align: right; margin-top: 10px;"><u>KWS</u></div>
MANAGER'S RECOMMENDATION:    Approve Staff Recommendation	CITY MANAGER'S INITIALS <div style="text-align: right; margin-top: 10px;"><u>Dtm</u></div>
MOTION:	
SECONDED: AYES: NAYES: ABSENT:	APPROVED    ( ) DISAPPROVED ( ) REJECTED    ( ) DEFERRED    ( ) REFERRED TO:



**CITY OF IMPERIAL**  
JOB DESCRIPTION

**FLEET AND FACILITIES SUPERVISOR**

**SALARY: RANGE 85**

FLSA Exempt – MSPC Unrepresented  
Department: Public Services

**DEFINITION**

Under the general direction of the Public Services Manager, plans, schedules, organizes, assigns, reviews, supervises, and participates in the work of staff performing fleet, building, and facilities activities within the Public Services Department, including purchase, maintenance and repair of in-house and leased vehicles, maintenance of building and facilities, and administration of Enterprise vehicle and custodial service contracts; coordinates assigned activities with other City departments and outside agencies; and performs related duties as assigned.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Public Services Manager. Exercises direct supervision over professional, technical, and administrative support staff.

**CLASS CHARACTERISTICS**

This is a full supervisory level classification that exercises independent judgment on diverse and specialized fleet, building, and facility maintenance and repair operations, with accountability and ongoing decision-making responsibilities associated with the work. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of assigned staff and for organizing and performing daily fleet, building, and facility maintenance, repair, and recordkeeping and are responsible for providing professional technical level support to the Public Services Manager in a variety of areas. Performance of the work requires the use of independence, initiative, and discretion within established guidelines and scope of practice.

**EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the typical functions of the job.*

- Plans, schedules, assigns, reviews, supervises, and participates in the work of fleet, building, and facilities staff in the Public Services Department; trains staff in work procedures and safe work practices; evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Participates in the development and implementation of goals, objectives, work plans, policies, and priorities for the division; recommends within division policy, appropriate service, and staffing levels;

recommends and administers policies and procedures.

- Monitors activities of the fleet, building, and facilities work unit; identifies opportunities for improving service delivery and procedures; provides recommendations concerning process changes; reviews with appropriate management staff; implements improvements.
- Determines and recommends equipment, materials, and staffing needs for assigned operations, projects, and programs; participates in the annual budget preparation; prepares detailed cost estimates; maintains a variety of records and prepares routine reports of work performance.
- Plans and lays out maintenance work projects; monitors and controls supplies and equipment; orders supplies and tools as necessary; prepares documents for equipment procurement; participates in the bid process for maintenance and repair projects.
- Supervises the use of and operation of tools, equipment, and vehicles; ensures tools, equipment, and in-house and leased vehicles are safely operated, maintained, and secured when not in use; schedules service, repair, and replacement of tools and equipment.
- Inspects work in progress and completed work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications.
- Administers Enterprise vehicle contracts; ensures compliance with contract terms and conditions; reviews and records vehicle usage; participates in negotiating contract renewals.
- Administers custodial services contract; coordinates the custodial work performed by contracted staff; assigns, reviews, and approves work schedules and plans; documents performance shortcomings; resolves issues with vendor.
- Inspects City vehicles and equipment for safety violations; ensures safety procedures are followed, and personal protective safety equipment is worn; makes periodic safety presentations to assigned staff.
- Ensures safety committee recommendations are implemented by coordinating the execution of safety plans throughout all City facilities.
- Conducts regular safety audits, inspections, and incident investigations for all City facilities.
- Ensures that assigned staff observe and comply with all City and mandated safety rules, regulations, and protocols.
- Manages procurement for the Fleet and Facilities Division, including preparing purchase orders for equipment, materials, supplies, and contracted services, ensuring compliance with all purchasing policies.
- Monitors and reconciles expenditures against budget allocations and coordinates with the Public Services Management on procurement timelines and vendor selection.
- Performs the most complex equipment maintenance and repair duties and provides technical assistance to crews; troubleshoots complex operational and maintenance problems; corrects or directs the correction and repair of operational and/or equipment problems.
- Prepares reports and other written materials; supervises the establishment and maintenance of working and official division files; ensures the proper documentation of operations and activities.
- Answers questions and provides information to the public; investigates and responds to complaints and inquiries from citizens, other departments, and agencies.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles and practices of budget administration and monitoring.
- General principles of risk management related to the functions of the assigned area.
- Safety principles, practices, and procedures of equipment maintenance and repair, including related parts, tools, supplies, and materials.
- OSHA and CAL/OSHA regulations.
- The operation and maintenance of a variety of hand and power tools, vehicles, and power equipment.
- Arithmetic and statistical techniques.
- Research methods and techniques.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned department.
- Principles and procedures of record keeping, technical report writing, and preparation of correspondence.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

### **Ability to:**

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Perform the most complex maintenance and operations duties and operate related equipment safely and effectively.
- Develop cost estimates for supplies and equipment.
- Perform mathematical calculations quickly and accurately.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Maintain accurate records and files of work performed.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the division and the City in meetings with governmental agencies, community groups, various business, professional, and regulatory organizations, and in meetings with individuals.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.

- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Education:

Equivalent to an associate degree in facilities management, business administration, public administration, automotive technology/maintenance, construction management, industrial technology, or related field.

Experience:

- Three (3) years of increasingly responsible experience in performing journey-level work in the maintenance of fleet vehicles, buildings, and facilities, and safety compliance, including two (2) years of experience in a lead capacity.
- Relevant experience may be substituted for education on a one-year-for-one-year basis. In lieu of an associate degree, a combination of education and experience may be used to meet the requirements of the position.

**Licenses and Certifications:**

- Possession of a valid California Driver's License, to be maintained throughout employment.
- OSHA 30-Hour Certification for General Industry (or ability to obtain within 6 months)

**PHYSICAL DEMANDS**

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement in the performance of daily duties; to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various City sites; and vision to inspect and operate equipment. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, which may include working on live electrical wires. Finger dexterity is needed to operate and repair tools and equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 50 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

**ENVIRONMENTAL CONDITIONS**

Employees work in a shop and field environment, and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspaces, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

**WORKING CONDITIONS**

City employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate the City's needs, in addition to responding as a Disaster Services Emergency Worker (California Government Code Section 3100-3109).