



Classification Specification Title: Fleet Maintenance Shift Supervisor

Department	Public Works	Grade: GS.11
Supervision Received	Director Fleet Management	FLSA Status: Non-Exempt
Supervisory Responsibility	Heavy Equipment Mechanic 3, Heavy Equipment Mechanic 2, Heavy Equipment Mechanic 1, Automotive Mechanic 4, Automotive Mechanic 3, Automotive Mechanic 2, Automotive Mechanic 1, Inventory Technician, Crew Worker 2	Established: Jun 29, 2007 Revision: Jan 14, 2026

CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for supervising and participating in vehicle maintenance and repair activities for an assigned shift. Duties include monitoring and maintaining fleet and equipment inventory, processing and allocating work orders, supervising daily shop operations, performing mechanic duties, and preparing a variety of reports. Work is performed under limited supervision.

SERIES LEVEL: The Fleet Maintenance Shift Supervisor is the fourth level of a four-level fleet services series.

ESSENTIAL FUNCTIONS: *(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)*

Supervises staff on an assigned shift to include prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; and maintaining a healthy and safe working environment.

Supervises the day-to-day fleet maintenance shop activities for an assigned shift, which includes planning and coordinating processes, procedures, and standards; ensures compliance with applicable Federal, State, and Local laws, regulations, and/or standards.

Prepares, processes, and allocates work orders; participates in planning, organizing, and prioritizing vehicles and equipment for maintenance and repairs; coordinates work with internal employees and/or external contractors or vendors.

Supervises and participates in the maintenance and repair of City vehicles and equipment.

Monitors and maintains an inventory of applicable fleet maintenance equipment, parts, supplies, and inventory, ensuring appropriate levels of inventory to ensure efficient division operations; orders supplies and inventory.

Prepares a variety of reports related to Shift operations.

Completes applicable forms and maintains accurate records.

Stores, maintains, records, and arranges for disposal of hazardous waste materials such as oil, tires, batteries, and other supplies and equipment related to the work.

Uses and maintains a full set of hand, power, and shop tools and equipment related to the work; observes safe work methods and utilizes safety equipment related to the work.

Performs welding, cutting, and fabrication of metal materials for heavy and light equipment repairs and/or modifications.

Assists in cleaning and maintaining the fleet shop area.

Uses, carries, and answers cell phone for business purposes as determined by the assigned job duties and the department head.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers, and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

This position is deemed essential during inclement weather situations, and must report to or remain at work, even when administrative closings are announced, as determined by the Department Head.

DEPARTMENT SPECIFIC DUTIES (if any):

None

MINIMUM QUALIFICATIONS:

High School Diploma or GED and completion of a certified mechanic technical training program with a minimum of five (5) years of progressively responsible fleet maintenance experience/training sufficient to successfully perform the essential functions of the job; or any combination of equivalent experience and education. One (1) year of experience in the Lead role is required.

LICENSING AND CERTIFICATIONS:

Valid Driver's License

Obtain Class A or Class B CDL within 5 Months of Hire.

ASE Certifications Preferred.

KNOWLEDGE AND SKILLS:

Knowledge of supervisory principles; inventory management principles; methods, techniques, parts, tools and materials used in the maintenance and repair of diesel and gasoline-powered vehicles; diagnostic devices utilized in identifying vehicle and/or equipment malfunctions; the operation and

maintenance of a wide variety of hand, power, and shop tools and equipment common to the field; safe work methods and safety regulations pertaining to the work; shop mathematics and tire-changing techniques.

Skill in monitoring and evaluating the work of subordinate staff; prioritizing and assigning work; using a computer and related software applications; prioritizing and assigning work; training lower-level staff on work procedures and practices; preparing reports; performing major vehicle and equipment repairs; maintaining and repairing vehicles and equipment; detecting and diagnosing vehicle and equipment malfunctions; performing routine vehicle maintenance activities to applicable vehicles and equipment; operating and maintaining a wide variety of hand, power, and shop tools, and equipment used in the work; understanding and following oral and written instructions; preparing records and reports; reading and interpreting manuals, specifications and drawings and establishing and maintaining effective working relationships with other employees and those contacted in the course of the work.

PHYSICAL DEMANDS:

Positions in this class typically require fingering, grasping, talking, hearing, seeing, and repetitive motions.

WORK ENVIRONMENT:

Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently and/or up to 10 pounds of force constantly to move objects. Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises, and travel.

SPECIAL REQUIREMENTS:

Safety Sensitive: YES NO Child Sensitive: YES NO Dept of Transportation (CDL): YES NO

The City of Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.

Revision History: 4/05/24; 4/02/25; 11/30/23; 1/11/23