



CITY OF CULVER CITY
invites applications for the position of:

Fleet Services Supervisor

An Equal Opportunity Employer

SALARY: \$50,4290 - \$61,5549 Hourly
\$8,741.03 - \$10,669.51 Monthly
\$104,892.32 - \$128,034.14 Annually

THE CITY:

Culver City is a Charter City incorporated in 1917, and is a destination filled with outdoor cafes, unique shops and galleries opening onto pedestrian-friendly boulevards. Culver City has a dedicated staff of approximately 800+ employees with an overall operating budget of over \$368 million. The City provides a full range of municipal services including Fire, Police, Housing and Human Services, Planning and Development Public Works, Parks, Recreation, and Community Services, and Transportation.

THE POSITION:

Fleet Services Supervisor – Transportation Department

~~Functions as the first line supervisor for tasks performed in the maintenance and repair of City equipment including transit buses, refuse vehicles, heavy, medium and light duty trucks, fire apparatus, police vehicles, off-road equipment and passenger vehicles, including many vehicles operating on compressed natural gas (CNG). Schedules, assigns, trains, evaluates and supervises the work of Senior Fleet Services Technicians, Fleet Services Technicians, and Fleet Services Assistants and clerical support staff. Determines work procedures, enforces City, State and Federal regulations and policies, oversees daily time records and promotes work efficiency. Ensures work is performed in a safe and productive manner. Identifies better methods for meeting service demands through streamlining and improving work methods; tests possible improvements to assure effectiveness. Motivates and develops subordinates; provides technical and safety training. Uses a computer to establish and monitor equipment costs and control. Will use email and related programs to develop technical reports and spreadsheets in a Windows-based application. Creates maintenance work orders using an automated fleet management system; writes purchasing requisitions for parts and supplies; provides in depth cost analysis for vehicle repair. May also perform more complex and specialized mechanical tasks.~~

Under the direction of the Fleet and Facilities Manager this position coordinates, supervises, implements and evaluates the Fleet and Facility Services Division activities and supervises skilled and semi-skilled staff that service and repair the City's fleet vehicles and equipment used for public safety, public works, transportation, and emergency operations and other activities including fabrication and welding, as well as developing vehicle specifications and overseeing work performed by vendors and contractors. Key job duties include, and are not limited to:

- Develops, administers, establishes and supervises the implementation of a comprehensive preventative maintenance program for diesel, gasoline, compressed natural gas (CNG), propane, hybrid and other alternative fuel system vehicles.
- Supervises, monitors and evaluates the performance and conduct of staff.
- Assists in the creation, development, and implementation of performance goals, objectives, policies, and priorities.
- Utilizes software applications to monitor fleet operations related to the repair and maintenance of City vehicles and equipment.
- Makes recommendations for vehicle replacement, ensures that newly procured vehicles are delivered and inspected according to the City specifications and standards; resolves

any discrepancies in delivery problem; prepares technical specifications and bid packages for the City's fleet; reviews bids and recommends vendor selection for vehicles, equipment, supplies, parts, and services.

- Assists in the formulation and implementation of the City's alternative fuel vehicles program.
- Implements, monitors, and reports on regulatory programs with the guidance of the Fleet and Facilities Services Manager, ensuring the City is compliant with applicable local, state, and federal guidelines and regulations.

Minimum Requirements:

Any combination equivalent to training and experience that could likely provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be: High school graduation or equivalent with coursework, training and/or work experience in supervision and five (5) years of experience as a journey-level Mechanic/mechanic, including two (2) years of supervisory experience. Heavy-duty and alternative fuels experience is ~~are~~ desirable.

Work Schedule:

Will be required to work nights, weekends and holidays.

NOTES:

~~1) At time of hire, must provide own tools of type and quantity necessary for journey-level vehicle and equipment maintenance and repair. (City provides \$400.00 annually for tools purchased.)~~

~~2) Positions in this job classification are considered safety sensitive under Department of Transportation (DOT) alcohol and regulations and are, therefore, subject to specific employment reference verifications prior to employment and random alcohol and drug screenings during the course of employment.~~

~~3) Prior to appointment (hire), candidates must pass a pre-employment medical examination, which will include a drug screen. A positive pre-placement drug test, refusal or failure to test may result in rejection of the candidate.~~

License and Certificates:

Possession of a valid Class "C" California driver's license. ~~May be required to obtain a higher-Class driver's license. California Class B driver's license with a Passenger (P) Transportation Endorsement; a Class B permit will be acceptable for the first 90 days of employment as a Fleet Services Supervisor. Possession of a Motor Vehicle Air Conditioning (MVAC) Certification is required within 90 days of employment.~~ Possession of a Master Automotive Service Excellence (ASE) technician certificate in automobile, medium/heavy truck and/or transit bus is desirable.

EXAMINATION PROCEDURES:

Applicants must receive a passing score on all components of an examination in order to be placed on the eligible list.

COMPONENTS

- Written Test: To measure technical and basic supervisory skills.
Tentatively scheduled for week of June 22, 2026.
- Performance Test: To demonstrate supervisory skills and ability.
- Appraisal Interview: To evaluate training, experience and personal qualifications.

Performance Test and Appraisal Interview Examinations are tentatively scheduled for the week of July 13, 2026.

WEIGHT

30%

40%

30%

ADDITIONAL INFORMATION:

- The provisions of this job posting does not constitute a contract, express or implied, and any provisions in this posting may be modified or revoked without notice.
- Continuation in the examination process and subsequent placement on the eligible list of a person convicted of a crime depends upon the nature of the conviction and the conduct of the applicant subsequent to the offense. Convictions will be evaluated on a job-related basis and will not automatically disqualify someone from further consideration.

Equal Opportunity Employer

The City of Culver City is an equal opportunity employer and does not discriminate against employees or applicants on the basis of race, sex, age, disability, veteran status, national origin, religion, political affiliation, or sexual orientation/identification.

Conditions of Employment:

- Background/ Reference Check: Upon a conditional job offer, a live scan finger printing must be completed with acceptable results. Your fingerprints will be sent to the California Department of Justice (DOJ) and the Federal Bureau of Investigations (FBI). Having a conviction history does not automatically preclude you from a job with the City. If you are selected as a finalist, you will be contacted to schedule a fingerprinting appointment. Upon hire, employee is subject to further reporting from DOJ via subsequent arrest notification.
- Pre-placement medical evaluation including drug screen (select positions)
- E-Verify: Proof of U.S. citizenship, alien residency or authorization to work in the U.S. will be required at time of appointment.

The City of Culver City intends to provide reasonable accommodations in accordance with the Americans with Disabilities Act of 1990. If a special accommodation is desired, please contact the Human Resources Department three (3) business days prior to the test at (310) 253-5640.

Applications may be filed online at:

<http://www.culvercity.org.jobs>

9770 Culver Blvd. Culver City, CA 90232

Main Line 310-253-5640
