

FLEET SERVICE V

GENERAL STATEMENT OF DUTIES: Responsible for oversight and scheduling staff for the maintenance, repair and overhauling of automotive equipment and machinery utilized by the county; works with all agencies within the county and the Board of Commissioners to acquire, maintain and replace all county-owned equipment. Plans, organizes, schedules, manages and monitors all servicing, repair, maintenance and replacement activities of all department vehicles, equipment and other County vehicles as well as other equipment the County has contracted to service, to assure that vehicles and equipment are well-maintained and operating safely, efficiently and effectively.

SUPERVISION RECEIVED: Works under the general supervision of the County Transportation Operations Manager to insure compliance with County policy and proper and efficient maintenance of equipment.

SUPERVISION EXERCISED: Exercises oversight over Fleet Service I, II, III and IV and Maintenance II positions. Assigns and evaluates work; recommends personnel actions; enforces safety regulations. Works with crusher operator in coordinating maintenance there.

EXAMPLES OF PRINCIPAL DUTIES:

1. Manages assigned operations, including all vehicle and equipment servicing, repair and upkeep activities to achieve goals within budgeted funds and available personnel; plans, organizes and monitors workloads and staff assignments; reviews progress and directs changes in priorities and schedules as needed to assure work is completed in an efficient and timely manner in accordance with appropriate guidelines.
2. Selects, supervises and evaluates assigned staff; initiates and implements disciplinary actions as warranted; resolves grievances and other sensitive personnel matters; makes recommendations regarding the discipline and termination of subordinate employees; provides for the training and motivation of subordinates in order to make full use of individual capabilities and to meet changing demands.
3. Develops and writes specifications for vehicle and equipment purchases, researching options which best meet defined needs; obtains quotes, and recommends awarding of purchase agreements; inspects all purchased vehicles and equipment for compliance with specifications and determines acceptance or non-acceptance of same.
5. Solicits and negotiates contract work (involving equipment maintenance) from other agencies and directs the completion of the work, assuring compliance with contract specifications.
6. Administers the disposal of all shop-generated hazardous waste for the County, assuring work is carried out in accordance with legal guidelines and standards.
7. Supervises response to all accident and emergency repair calls, going out to the site as necessary. Conducts accident investigations, based on County policy.

8. Inspects work in progress and upon completion to equipment, tools, and other areas of responsibility to assure high quality of work and standards of safety are being met and to identify deficiencies and safety hazards; analyzes and recommends improvements to existing facilities, equipment and operating systems of the County.

9. Directs the resolution of inquiries, problems, complaints, or emergencies affecting availability or quality of services. Responds to the most sensitive or complex inquiries or service complaints.

10. Researches contracts by computer through the State Purchasing System and makes recommendations on purchases.

11. Perform other related duties as assigned.

QUALIFICATIONS: Thorough knowledge of gas and diesel engines, transmissions, hydraulics, computerized and mechanical systems, and related shop techniques.

Thorough knowledge of purchasing and inventory control practices and procedures, including depreciation and replacement cost techniques.

Thorough knowledge of variety of supplies, materials, parts and equipment specific to the area of assignment and ability to effectively write and analyze bid specifications and quotes.

Knowledge of the hazards and safety precautions of the mechanical trade and ability to identify and remedy hazards.

Ability to plan, organize supervise and evaluate the work of assigned staff.

Ability to organize and oversee work programs, including work schedules, contracts, and legal requirements.

Ability to establish and maintain accurate records of assigned activities and operations.

Ability to establish and maintain effective working relationships with other employee, vendors, contractors and the general public.

Ability to communicate effectively, both verbally and in writing.

EXPERIENCE AND TRAINING: Five years of progressively responsible experience in a maintenance shop; and graduation from a senior high school; or any satisfactory equivalent combination of experience and training. Possession of a valid Oregon State Driver's License.