

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: DIVISION MANAGER - FLEET SERVICES
CLASS CODE: 2095

FLSA STATUS: EXEMPT
SUPERVISORY STATUS: SUPERVISOR

EFFECTIVE DATE: 10/17/2014 (REVISED 6/30/2014VERSION)
DEPARTMENT: PUBLIC WORKS

JOB SUMMARY

Under general direction of the Associate Public Works Director, performs county-wide fleet management work in directing the activities of the Utah County Fleet Services.

ESSENTIAL FUNCTIONS

Supervises, plans, coordinates, and directs the work of the division; makes staffing decisions including hiring, training, performance evaluation, scheduling of work load, job assignments, professional development, and retention of assigned personnel.

Compiles, maintains, and reviews all reports, daily work records, time cards, payroll information, work specifications, work schedules, and appropriate personnel documentation within the division.

Supervises and correlates division involvement within the department, and with other County departments, volunteer groups and outside agencies.

Makes maintenance and purchasing decisions and prepares bids for equipment, tools, and supplies within the division; coordinates specifications and purchasing for all vehicles and equipment in the county-wide fleet; ensures bid procedures comply with County guidelines.

Assists in determining lease and rental costs for vehicles and equipment.

Schedules vehicle and equipment usage, inspection and maintenance, and repairs, and determines replacement needs; establishes priorities for emergency situations and unanticipated events.

Assists in the preparation of the division budget and monitors and approves division purchase orders and expenditures.

Supervises the operation of fueling stations to ensure compliance with established regulations.

Ensures accurate billing of labor and material costs for all maintenance activities for County departments and outside agencies.

Prepares reports relating to vehicle inspections, emissions testing, and state and EPA regulations regarding fuel stations and underground tanks.

Ensures safe operation of the maintenance shop; ensures compliance with all applicable local, state, and federal regulations.

Documents damage to vehicles and equipment resulting from traffic accidents and other incidents, and prepares reports for the Accident Review Board and for related insurance claims.

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KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: supervisory techniques; cost accounting methods and procedures; mechanical applications related to automotive maintenance.

Skill in: reading, writing, and basic math; determining specifications and preparing bids; interpersonal communication; analytical problem solving; in word processing and basic computer operation; document composition.

Ability to: maintain cooperative working relationships with those contacted in the course of work activities; communicate effectively verbally and in writing; resolve conflicts and complaints; to maintain files, records, and reports; coordinate multiple tasks efficiently.

PHYSICAL DEMANDS

Typically: sits at a desk or table.

Regularly: walks, stands, or stoops; ascends or descends ladders, scaffolding, ramps, poles, etc.; drives a motor vehicle; uses tools or equipment requiring a high degree of dexterity; works for sustained periods of time maintaining concentrated attention to detail; and communicates via radios.

Occasionally: lifts or otherwise moves objects weighing up to 60 pounds;

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

WORKING CONDITIONS

Work is regularly performed in a partially environmentally controlled room, but is occasionally performed for sustained periods outdoors including in hot, cold, or inclement weather. Work regularly exposes incumbent to moderate noise and occasionally to loud noise. Work exposes incumbent to conditions such as fumes, noxious odors, dusts, mists, gases, poor ventilation, and to hazardous chemicals. Work exposes incumbent to possible bodily injury from moving mechanical parts of equipment, tools, or machinery. Work often requires the use of protective gear such as gloves, masks, and goggles. Work may expose incumbent to unknown and dangerous conditions.

EDUCATION AND EXPERIENCE

A bachelors degree in a field related to automotive mechanics which includes course work in diesel mechanics and six (6) years of automotive maintenance work experience of which (2) years are in a supervisory capacity. Equivalent combinations of education and experience may also be considered.

Selected applicants may be subject to a background check.

LICENSING AND CERTIFICATION

Applicant must possess a valid driver's license and obtain a valid State of Utah driver's license within 60 days of employment. Incumbent must obtain during the probation period for new hires or during the trial period for promoted County employees, and thereafter maintain, a valid State of Utah Inspection License, certification as a Forklift Operator, and a valid State of Utah Commercial Driver's License (CDL) with ATX endorsements.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.