



Division Manager – Fleet Services

Job Description

Department: Public Works
Position: Career Service
Starting Step: 50, Table 18
Supervisory: Yes
Reports to: Associate Director – Public Works

Summary

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

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Supervise, plan, coordinate, and direct the work of the division; make staffing decisions including hiring, training, performance evaluation, scheduling of work load, job assignments, professional development, and retention of assigned personnel.
2. Compile, maintain, and review all reports, daily work records, time cards, payroll information, work specifications, work schedules, and appropriate personnel documentation within the division.
3. Supervise and correlate division involvement within the department, and with other county departments, volunteer groups and outside agencies.
4. Make maintenance and purchasing decisions and prepare bids for equipment, tools, and supplies within the division. Coordinate specifications and purchasing for all vehicles and equipment in the county-wide fleet. Ensure bid procedures comply with county guidelines.
5. Assist in determining lease and rental costs for vehicles and equipment.
6. Schedule vehicle and equipment usage, inspection, maintenance, and repairs. Determine replacement needs. Establish priorities for emergency situations and unanticipated events.
7. Assist in the preparation of the division budget. Monitor and approve division purchase orders and expenditures.
8. Supervise the operation of fueling stations to ensure compliance with established regulations.
9. Ensure accurate billing of labor and material costs for all maintenance activities for county departments and outside agencies.
10. Prepare reports relating to vehicle inspections, emissions testing, and state and EPA regulations regarding fuel stations and underground tanks.
11. Ensure safe operation of the maintenance shop; ensure compliance with all applicable local, state, and federal regulations.
12. Document damage to vehicles and equipment resulting from traffic accidents and other incidents, and prepare reports for the Accident Review Board and for related insurance claims.

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Class Title: Division Manager – Fleet Services
FLSA: Exempt
Effective Date: 3/1/2018
Public Safety: No

Worker's Compensation: County
Background Level: II
Safety Sensitive: Yes
DOT: Yes

13. Coordinate and facilitate the handling of surplus items.

Knowledge, Skills, and Abilities

- Knowledge of supervisory techniques
- Knowledge of cost accounting methods and procedures
- Knowledge of mechanical applications related to automotive maintenance
- Skilled in reading, writing, and basic math
- Skilled in determining specifications and preparing bids
- Skilled in interpersonal communication
- Skilled in analytical problem solving
- Skilled in word processing and basic computer operation
- Skilled in document composition
- Ability to maintain cooperative working relationships with those contacted in the course of work activities
- Ability to communicate effectively verbally and in writing
- Ability to resolve conflicts and complaints
- Ability to maintain files, records, and reports
- Ability to coordinate multiple tasks efficiently

Supervisory Responsibility

This position has direct supervisory responsibility and serves as a coach and mentor for other positions in the department.

Work Environment

This job operates in a professional office environment, but work is occasionally performed for sustained periods outdoors including in hot, cold, or inclement weather. This job exposes incumbent to conditions such as fumes, noxious odors, dusts, mists, gases, poor ventilation, and to hazardous chemicals, and to possible bodily injury from moving mechanical parts of equipment, tools, or machinery. This position often requires the use of protective gear such as gloves, masks, and goggles. Incumbent may be exposed to unknown and dangerous conditions. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate to loud.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision and

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ability to adjust focus. The employee is required to type, file and lift office supplies or equipment up to 60 pounds.

Position Type/ Expected Hours of Work

Incumbent must work 80 hours each pay period to maintain full-time status. There is availability to work out a flex schedule ahead of time that works for both the county and the employee. Occasional evening and weekend work may be required as job duties demand.

Travel

This position requires up to 5 percent travel.

Required Education and Experience

1. Bachelor’s degree in a field related to automotive mechanics which includes course work in diesel mechanics
2. Six (6) years of automotive maintenance work experience of which (2) years are in a supervisory capacity
3. Equivalent combinations of education and experience may also be considered

Additional Eligibility Qualifications

1. Applicants must possess a valid driver’s license and obtain a State of Utah Driver’s License within 60 days of employment
2. Selected applicants must obtain the following during the probationary period for new employees or the trial period for promoted County employees:
 - a. Utah State Inspection License
 - b. Utah County Emissions License
 - c. State of Utah Class A Commercial Driver’s License (CDL) with ATX Endorsements
 - d. Forklift Operator Certification
3. Selected applicants may be required to obtain Utah State Fuel Site Operator Level A and B Certifications
4. Selected applicants may be required to obtain Motorcycle Endorsement on their Utah Driver’s License
5. Selected applicants may be subject to, and must pass, a background check

AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

Other Duties

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Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

Below is to be completed after an offer has been extended and accepted.

Signatures

This job description has been approved by all levels of management:

Manager _____

Department Head _____

HR Director _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position

Employee _____ Date _____

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