



Fleet Services Shop Supervisor

Job Description

Department: Public Works
Position: Career Service
Starting Step: 44, Table 18
Supervisory: Yes
Reports to: Division Manager – Fleet Services

Summary

Under general direction of the Division Manager – Fleet Services, supervises the activities and personnel 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 assigned personnel including assigning work schedules; coordinate work assignments; and inspect work in progress and after completion for accuracy, quality and completeness.
2. Conduct performance appraisals and assist in hiring and retention decisions.
3. Coordinate service according to need, shop workload, and schedule of drivers, other departments, and outside agencies. Set priorities for regular, unanticipated, and emergency needs.
4. Compile, maintain, and review various reports, records, and appropriate documentation for specified duties and assigned personnel.
5. Plan and direct the construction of various metal items including flood control equipment, bomb trailers, gates, kiosks, and pavilions.
6. Oversee and ensure the application of preventive maintenance for county vehicles and equipment and recommend replacement schedules.
7. Assist in the preparation of the division budget and bid specifications including recommendations on budgetary capital and operation expenses.
8. Attend bid openings as needed.
9. Oversee shop safety and ensure compliance with required OSHA and safety standards.
10. Train assigned personnel in the operation of forklifts including preparing for and teaching the forklift certification course, and observing each individual operator for the mandatory driving test.
11. Prepare vehicles and equipment for auction.
12. Perform all duties of mechanics and other shop personnel as necessary to ensure functional operation of the Fleet Services.

Knowledge, Skills, and Abilities

Knowledge of hazardous chemical handling procedures

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Class Title: Fleet Services Shop Supervisor

FLSA: Non-Exempt

Effective Date: 3/1/18

Public Safety: No

Worker's Compensation: County

Background Level: I

Safety Sensitive: Yes

DOT: Yes

Knowledge of procedures and techniques used in the inspection, diagnosis, repair, and maintenance of equipment and vehicles
Knowledge of occupational hazards related to mechanical repairs
Knowledge of electrical repair and reading schematics
Knowledge of on-board automobile computer systems
Knowledge of related OSHA requirements and other safety standards
Knowledge of training and supervisory techniques
Skilled in operating motorized equipment and various hand, pneumatic, and power tools
Skilled in reading, writing, and basic math
Skilled in utilizing diagnostic equipment
Skilled in the use of cutting torches and welding equipment
Skilled in word processing and basic computer programs
Skilled in document composition
Skilled in the care of mechanical systems, electrical systems, testing equipment, and specialized tools relating to mechanical repairs
Ability to maintain cooperative relationships with those contacted in the course of work activities
Ability to operate a forklift
Ability to follow verbal and written instructions
Ability to coordinate multiple tasks efficiently
Ability to utilize emission test equipment and computer test activities
Ability to track certification status and maintain records
Ability to supervise and train others while maintaining own workload

Supervisory Responsibility

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

Work Environment

This job operates in a partially environmentally controlled building. Work is occasionally performed for sustained periods outdoors in all weather conditions. While performing the duties of this job, the employee is exposed to conditions such as fumes, noxious odors, dusts, mists, gases, and poor ventilation. There is a risk of possible bodily injury from moving mechanical parts of equipment, tools, or machinery. This job requires the use of protective devices such as masks, goggles, and gloves. 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 very noisy. This position requires the operation of a motor vehicle.

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.

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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. The employee is required lift supplies and equipment up to 80 pounds, and is frequently required to stand, walk, bend, crouch, talk, and hear. Specific vision abilities by this job include close vision and ability to adjust focus. The employee is required to type and file.

Position Type/ Expected Hours of Work

Incumbent must work 40 hours each week 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. Equivalent to an associate’s degree in Automotive and Diesel Mechanics
2. Seven (7) years of formal work experience performing journey-level automotive mechanical activities including two (2) years of lead, supervisory, or training/safety oversight experience

Additional Eligibility Qualifications

1. Applicants must possess the following:
 - a. Utah State Inspection License
 - b. Utah County Emissions License
 - c. State of Utah Class A Commercial Driver’s License (CDL) with T and X Endorsements
2. Selected applicants must obtain Forklift Operator Certification during the probationary period for new employees or the trial period for promoted County employees
3. Selected applicants may be required to obtain Motorcycle Endorsement on their State of Utah Driver’s License
4. Selected applicants may be required to provide basic automotive repair tools as a condition of employment
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

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.

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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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