

JOB ANNOUNCEMENT

POSITION: MOTOR POOL DIVISION MANAGER - Public Works

Posting# 2095-0609kc

* Requires Supplemental Questionnaire

STARTING SALARY: Step 50; \$60,216 annually (plus benefits package)

Step increase available after completing probation and annually thereafter.

OPENING DATE: June 10, 2009

OPEN UNTIL FILLED

*All applications received by **Friday, June 26, 2009**, will be screened by the Personnel Office.

Those applicants meeting the specified qualifications will be referred to the department for a hiring interview.

The Personnel Office will continue to refer qualified candidates to the department as needed until the position is filled.

The eligibility list created by this posting may be used to fill current full or part time vacancies and full or part time vacancies that occur within the next two (2) months

For additional information see the job description at - <http://www.utahcountyonline.org/dept/pers>

JOB SUMMARY:

Under general direction, supervises, plans, coordinates, and directs the activities of the Motor Pool Division of Public Works.

DUTIES INCLUDE:

Supervises, plans, coordinates, and directs the work of the division.

Makes staffing decisions within the division 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.

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

Writes specifications and submits bids for vehicles, equipment, fuel, oil, batteries, tires, cutting edges, and other maintenance items.

EVALUATION AND SELECTION FACTORS INCLUDE:

Skill in reading, writing, and math. Knowledge of supervisory techniques. Knowledge of cost accounting methods and procedures. Skill in interpersonal communication. Ability to maintain files, records, and reports.

REQUIREMENTS FOR EMPLOYMENT:

Equivalent to a Bachelor's Degree in automotive mechanics or related field including course work in diesel mechanics; and six (6) years work experience performing automotive maintenance activities including three (3) years in a supervisory capacity or equivalent combination of experience and education. **Applicants receiving a conditional offer of employment will be required to show an original social security card and submit to a pre-employment drug screen and additional background checks as required.**

LICENSING AND CERTIFICATION: Must possess 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.

EXAMINATION/SELECTION PROCESS:

REQUIRED ATTACHMENTS:

- College transcripts and/or diploma No Internet printouts (for College credit)
- Required licensures and certifications
- Supplemental Questionnaire

Individuals interested in the position must submit an official Utah County Government application and Supplemental Questionnaire to the Utah County Office of Personnel Management, 100 East Center, Suite 3800, Provo, UT 84606, by 5:00 PM on the closing date. **NO POSTMARKS OR RESUMES.** Additional information will not be accepted after the closing date. The Personnel Department will screen the applications for minimum qualifications. The selection process will consist of a hiring interview, and may include any one, or a combination, of the following examinations: application and/or supplemental review/rating, written examination, performance test and/or oral examination. The Personnel Department reserves the right to call only the most qualified applicants to any of the examinations.

