

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: MOTOR POOL DIVISION MANAGER
CLASS CODE: 2095
EFFECTIVE DATE: 3/3/98 (Revised 4/13/93 version)
MARKET POINT: Based on applicable market study

DEPARTMENT: Public Works

JOB SUMMARY

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

CLASS CHARACTERISTICS

This is a Division Manager classification level.

ESSENTIAL FUNCTIONS

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.

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

Makes maintenance and purchasing decisions and bids for equipment, tools, and supplies within the division including new vehicles and items related to fueling and maintenance.

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

Coordinates vehicle requirements for County departments and establishes priorities for emergency situations and unanticipated events.

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

Ensures that bid procedures comply with County guidelines.

Schedules vehicle and equipment for usage, maintenance, and repairs and determines replacement needs.

Analyzes, designs, and plans fabrication projects outside of normal vehicle maintenance for use by County departments.

Supervises completed work of assigned personnel.

Supervises fueling station to ensure proper operation and compliance with established regulations.

Plans, coordinates, and directs the inspection, maintenance, and repair of County vehicles and highway equipment.

Monitors labor costs and assigns to appropriate vehicles.

Determines billings for satellite agencies.

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

Assists in determining lease and rental costs for vehicles and equipment through appropriate allocation of expenses such as time, fuel, oil, and other maintenance.

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KNOWLEDGE, SKILLS, AND ABILITIES

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

PHYSICAL DEMANDS

Typically sit a desk or table; Regularly walk, stand, or stoop; Frequently lift, carry, push, pull or otherwise move objects weighing up to 60 pounds; Ascend or descend ladders, scaffolding, ramps, poles, and the like; Use tools or equipment requiring a high degree of dexterity; Regularly drives a motor vehicle; Work for sustained periods of time maintaining concentrated attention to detail; and Communicate via radios.

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

WORKING CONDITIONS

Work is performed in a partially environmentally controlled room; Work is performed in a very noisy place; Work exposes incumbent to conditions such as fumes, noxious odors, dusts, mists, gases, and poor ventilation; Work exposes incumbent to possible bodily injury from moving mechanical parts of equipment, tools, or machinery; Work exposes incumbent to hazardous chemicals; Work is performed for sustained periods outdoors and occasionally in hot, cold, or inclement weather; and Work exposes incumbent to unknown and dangerous conditions.

EDUCATION AND EXPERIENCE

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.

LICENSING AND CERTIFICATION

Incumbent 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.

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.