

**Walla Walla County
Position Description**

JOB TITLE: Supervisor, Equipment Maintenance
DEPARTMENT: Public Works
REPORTS TO: Fleet Services Manager
PAY GRADE: 6, Full-time (40 hrs./wk.), FLSA Exempt, Benefits Apply

JOB SUMMARY: Oversees and directs maintenance and repair of the County-wide fleet with more than 250 vehicles and other pieces of heavy construction equipment. Assists in planning and administering the fleet operations budget in excess of \$2.5 million annually. Coordinates service and repair of equipment with other divisions, Departments, Offices and outside agencies to minimize operational costs. Oversees the parts inventory operation and assures purchases are made in accordance with department and county policies and procedures. Analyzes nature and extent of mechanical equipment problems, directs, and prioritizes work activities of County mechanics to ensure safe, timely repair. Implements scheduled services and other preventive maintenance programs.

SUPERVISORY RESPONSIBILITIES: Directly supervises the daily activities and schedule of the mechanics and other service and parts personnel in the County shop facility. Oversees work of outside equipment vendors in the repair and replacement of County equipment.

ESSENTIAL FUNCTIONS:

- Coordinates, schedules, and oversees vehicle and equipment servicing, repair, and the upkeep of the shop facility to ensure that work is performed efficiently and according to guidelines, procedures, and regulations.
- Prioritizes work with staff, departments, and vendors to ensure timely completion of work.
- Assists in developing equipment specifications and procurement of vehicles and equipment.
- Assists in planning, developing and executing the ER&R budget.
- Ensures adequacy, accuracy and accountability of vehicle repair parts inventory.
- Develops and maintains safe, efficient shop procedures, policies and performance standards.
- Coordinates and maintains effective working relationships with other divisions within the Public Works Department and serves as shop liaison to other County departments and outside agencies.

EXAMPLES OF DUTIES:

- Schedules equipment and vehicles for services and repairs.
- Initiates repair orders and assigns work to staff.
- Reviews and evaluates repair procedures to ensure completeness, accuracy, and efficiency; responsible for maintenance records on all equipment.
- Helps coordinate operation of the County's fuel supply, fuel purchasing and fuel site maintenance and security.
- Reviews and approves invoices and purchase orders.
- Oversees inspection of all purchased vehicles and equipment for compliance with specifications.
- Supervises vehicle preventive maintenance schemes.

- Recommends vehicles for replacement and assists with disposal or auction of surplus equipment and materials.
- Performs a variety of clerical and financial record keeping. Compiles periodic, monthly and annual reports. Types reports and correspondence and distributes as appropriate.
- Prepares and/or assists in the preparations of bid documents for purchases of vehicles, equipment, parts, or supplies.
- Ensures current vehicle titling and licensing.
- Investigates vehicle damage and accidents.
- Represents the department to the public and other agencies in a professional manner and responds to complaints in a timely, tactful, and appropriate manner.
- Completes and submits timecards, usage reports and other administrative documentation in a timely manner.

EQUIPMENT TO BE USED: Computers, calculator, printers, and associated software, to include Office, Excel, Access and Power Point, CAMS-accounting software. Also uses automotive diagnostic equipment, hydraulic lifts, welders and compressors, general automotive and heavy equipment maintenance/repair tools and machinery, pick-up trucks, dump trucks, and other motorized equipment used by the County.

WORKING ENVIRONMENT/PHYSICAL ABILITIES: Work performed primarily in an office and maintenance shop environment with occasional outdoor field analysis and repair required. The individual is exposed to physical hazards from heavy equipment, lifting devices, welding materials and automotive chemicals and must wear personal protective equipment as required. Must possess the physical ability to stand on hard surfaces for long periods of time. Bending, lifting, twisting and repetitive hand motion required while performing work. Frequently lifts up to fifty (50) pounds and occasionally more.

KNOWLEDGE AND ABILITIES:

- Thorough knowledge of both maintenance management and fleet management principles and practices.
- Thorough knowledge of the standard methods, materials, tools, equipment and technology of the automotive and diesel mechanic trade.
- Extensive knowledge of mechanical repair techniques for heavy construction equipment and wheeled and tracked vehicles.
- Knowledge of repair parts acquisition practices and principles.
- Ability to manage an electronic parts inventory system.
- Knowledge of occupational hazards and safety precautions of the mechanical trade.
- Knowledge in the areas of, budget administration, public speaking, and personnel.
- Knowledge of computers, office equipment, and financial bookkeeping practices associated with an equipment repair shop.
- Ability to plan, assign, and supervise the work of mechanics and service personnel.
- Ability to create and use spreadsheets and cost accounting computer programs.
- Ability to establish and maintain effective and harmonious working relations with supervisors, co-workers, other departments, other agencies, and the public.
- Ability to prepare accurate reports and maintain repair and service records.
- Ability to effectively communicate both orally and in writing.

EDUCATION AND EXPERIENCE: High school diploma or equivalent and successful completion of technical school in automotive/diesel engine repair or equivalent education and training. Five (5) years progressively responsible experience in equipment repair and management. Three (3) years of shop management and supervisory experience in fleet operations, budget management and repair and maintenance of vehicles.

LICENSES AND OTHER REQUIREMENTS: Must possess and maintain a valid Motor Vehicle Operator's License. Must successfully pass a background check and a driving record check. Must possess or obtain a valid Basic First Aid/CPR certification within one (1) year of employment. Desired qualifications include: Commercial Driver's License (CDL); Certified Automotive Fleet Manager (CAFM), Certified Public Fleet Professional (CPFP) or Certified Equipment Manager (CEM).

**THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR
EMPLOYMENT.**