



# Grand County

## Job Description

<b>Title:</b>	Shop Foreman/Fleet Manager	<b>Job Code:</b>	2410
<b>Division:</b>	Fleet	<b>Effective Date:</b>	09/2017
<b>Department:</b>	Road	<b>Last Revised:</b>	

### GENERAL PURPOSE

Performs a variety of **supervisory and technical duties** related to planning, organizing, and coordinating the daily operations of the county shop assuring quality fleet maintenance. May perform as a master mechanic.

### SUPERVISION RECEIVED

Works under the general guidance and direction of the Road Supervisor or Assistant Road Supervisor.

### SUPERVISION EXERCISED

Provides close to general supervision to Mechanic(s) III, II, I.

### ESSENTIAL FUNCTIONS

**Administrative Functions:** Manages fleet operations and the on-going, day-to-day projects of the county shop; performs a variety of general administrative and supervisory duties as needed to schedule and coordinate the vehicle maintenance program of the county; assist in setting priorities for regular, unanticipated, and emergency needs; prepares bid specifications for vehicle and county acquisitions.

Determines and is responsible for best methods of repair and or replacement of county vehicles or equipment; provides input and recommendations to all county departments on costs and methods of repair and replacement.

Monitors fleet preventive maintenance program and schedules; assigns projects; reviews performance to assure quality work; makes recommendations related to job retention and advancement.

Supervises the overall performance of skilled and semi-skilled personnel involved in vehicle and heavy equipment repair and maintenance; trains less experienced personnel in the care, operation and maintenance of vehicles and equipment.

Maintains various maintenance records; monitors use of parts and assures proper availability of inventory; orders parts and materials; directs general shop maintenance to assure properly working tools and equipment.

Oversees equipment (heavy and technical) and parts purchasing program; conducts research related to equipment options and develops bid specifications; participates in bid reviews and makes recommendations for bid awards; purchases radio equipment and maintains frequency license; monitors billings and invoices for accuracy; assures proper delivery of materials, equipment and parts.

Oversees shop safety and ensures compliance with required OSHA and safety standards; assures compliance with safety guidelines by shop personnel, department employees and general patrons of the shop facilities; makes recommendations to minimize risks and liabilities associated with shop functions and equipment operation; assists in the filing of insurance claims and assists in the resolution of accidents involving county vehicles and equipment; serves as a voting member on the Safety and Accident Review Committee; drafts language for updating the County Fleet Policy for review and discussion by the Safety and Accident Review Committee prior to presentation and approval by the County Council.

Oversees and manages county fuel system; monitors consumption by department and creates monthly billing; orders fuel replenishing county fuel pumps and storage

**Operations & Maintenance:** Performs some major and minor repairs on light and heavy equipment, light and heavy trucks, automobiles in the county fleet, auxiliary equipment such as generators, and all facilities of the county including buildings, fences or any other needed mechanical devices; services and replaces parts, assists in the repair and painting of body parts; performs welding as required; performs emergency road service; may perform trouble shooting and analysis of malfunctions using various technical and computerized testing and calibration equipment as needed to assure safe and efficient operation of county motor vehicles; may perform preventive maintenance and makes repairs to vehicles including, mechanical, electrical, fuel systems, suspensions, brake, pneumatics, hydraulics, transmissions, engine operation, etc.; directs and participates in truck conversions to meet operational needs.

Performs general vehicle inspection to verify road operation standards; checks and maintains service schedules consistent with manufacturer specifications; fills out time sheets, work orders and other documentation.

Performs related duties as required.

### MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Graduation from high school; plus, completion of two (2) years of specialized course work providing technical training in automotive and/or heavy equipment mechanics and computerized diagnostics;  
AND
- B. Eight (8) years of experience in major repair of a variety of gas and diesel-powered vehicles; two (2) years of which must have been in a lead or supervisory capacity.  
OR
- C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

**Considerable knowledge of** general administrative processes and maintenance scheduling; safety guidelines associated with shop maintenance functions; occupational hazards related to mechanical repairs; procedures and techniques used in the inspection, diagnostic, repair, and maintenance of equipment and vehicles; the design, adjustment, operations, maintenance, and repair of diversified mechanical and electrical equipment including light, medium, and heavy gasoline and diesel engines; hazardous chemical handling procedures and MSDS guidelines; the material and tools used in equipment maintenance; anti-lock braking systems; road emergency service equipment and methods; on-board automobile computer systems computer diagnostic processes and procedures; welding and associated tools; electrical repair and reading schematics; related OSHA requirements and other safety standards and safety practices required by state and other laws. **Some knowledge of budget** development and fiscal control methods; risk management procedures related insurance claim processing and settlement negotiations; word processing and basic computer programs basic principles of management and supervision; formal record keeping and bookkeeping.

**Skilled in** the use of mechanical tools, material, and testing equipment (manual, technical and computerized); operating motorized equipment and various hand, pneumatic, and power tools; the care of mechanical systems, electrical systems, testing equipment, and specialized tools relating to mechanical repairs; utilizing diagnostic equipment; the use of cutting torches and welding equipment preferred; word processing and basic computer programs; document composition

**Ability to** direct the work of others; diagnose complex and non-routine mechanical and electrical defects and determine parts and adjustments necessary to repair equipment; read and interpret complex service manuals and instructions; Diagnose mechanical and electrical defects and determine steps necessary to put equipment and vehicles in proper working condition; operate a fork lift; drive trucks and transport equipment; maintain cooperative relationships with those contacted in the course of work activities; lead and train others while maintaining own work load; track certification status and maintain records; communicate effectively, verbally, and in writing; establish and maintain effective working relationships with employees of the department.

3. Special Qualifications:

- Must complete a twelve-month introductory/orientation period as a prerequisite to this position.
- Must successfully pass and maintain all requirements of criminal history background checks.
- Must successfully complete pre-employment drug screening.
- Must possess or be able to acquire a valid Utah Class "A" Commercial Driver's License (CDL) with an "N" endorsement within 6 months of hire.
- Must be able to pass ICC physical and maintain medical certificate.
- Must be flagger certified or be able to attain certification when required.
- Must possess or acquire a Utah Safety Inspection Certification or equivalent within six (6) months of hire date.
- Must provide adequate automotive, truck and heavy equipment repair tools for grade position as a condition of employment.
- Subject to on call/call out status, including weekends and holidays.

4. Work Environment:

Tasks require variety of physical activities, generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Common eye, hand, finger, leg and foot dexterity required. May be stressful, busy and fast paced, with extensive public contact. Work is performed in a partially environmentally controlled building. Work is performed in a noisy environment. Work exposes incumbent to conditions such as fumes, noxious odors, dust, mists, gases. Work exposes incumbent to possible bodily injury from moving mechanical parts of equipment, tools, or machinery. Work exposes incumbents to hazardous chemicals. Work is occasionally performed for sustained periods outdoors and occasionally in hot, cold, or inclement weather. Work requires the use of protective devices such as mask, goggles and gloves. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and some creative problem solving. Frequent local travel in automobile or equipment required in job performance. Work schedule includes the 4-day week, 10-hour day.

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**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above job description. Date \_\_\_\_\_  
(Employee)