

GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501



POSTED: FEBRUARY 4, 2015
CLOSING DATE: FEBRUARY 10, 2015

DEPARTMENT: Public Works Auto/Equipment
Maintenance

POSITION: Vehicle & Equipment Maintenance
Supervisor

LOCATION: Payson

JOB CODE: 15-008

PLEASE USE THE CDL/DRIVER'S EMPLOYMENT APPLICATION

OPEN TO GILA COUNTY EMPLOYEES ONLY

ANNUAL SALARY: \$38,336.00-\$42,966.00 DOE

PURPOSE OF THE JOB

The purpose of this job is ensure the safety of Gila County citizens and employees by supervising the repairs and maintenance of vehicles and equipment. This position supervises and trains employees, checks timesheets and equipment sheets, performs maintenance tasks, orders parts and supplies, schedules servicing, liaises with vendors on costs, and maintains documentation. Position ensures all safety policies and procedures are followed.

SUPERVISORY RESPONSIBILITIES

Assigns work to other employees and supervises related activities.

Provides recommendations on employee coaching and counseling; hiring employees; scheduling work hours of employees; evaluating performance of employees; handling employee grievances; employee training; on granting time off; employee promotions; employee salary increases and managing assistants.

ESSENTIAL DUTIES AND RESPONSIBILITIES	TIME SPENT
<ul style="list-style-type: none">Trains employees in safe procedures; oversees and supervises the maintenance and repair of County vehicles and equipment, fabrication projects, and completion of vehicle/equipment records; manages flow of work in/out of shop; organizes, prioritizes, and schedules workload; determines cost-effectiveness of conducting repairs in-house or contracting to outside service providers; supervises and trains assigned personnel; provides instructions and monitors work; coordinates employee time reporting and leave requests; assesses the performance of assigned personnel; ensures compliance with departmental policies, procedures and safety regulations.	30%
<ul style="list-style-type: none">Participates in vehicle and equipment maintenance and repairs.	20%
<ul style="list-style-type: none">Checks timesheets and equipment inspection sheets.	10%
<ul style="list-style-type: none">Obtains parts or service quotes in order to prepare purchase orders; researches and orders parts and supplies; and tracks deliveries and maintains invoices; conducts research, orders and purchases parts for maintenance, repair and fabrication projects; picks up maintenance parts and supplies from UPS and supply vendors.	10%
<ul style="list-style-type: none">Schedules vehicles and equipment for service or repairs.	10%
<ul style="list-style-type: none">Liaises with vendors to ensure most economical approach to repairs.	10%
<ul style="list-style-type: none">Maintains MSDS books and shop equipment inspections.	10%
<ul style="list-style-type: none">Performs other duties as assigned.	

BUDGET RESPONSIBILITIES

Provides research support on Department level and Project level budgets.

PROJECT RESPONSIBILITIES

This position does not have project responsibilities.

ORAL COMMUNICATION DUTIES

This position trains colleagues, explains County procedures, participates and presents in meetings. Liaises with other department's personnel on interdepartmental vehicle and equipment problems.

WRITTEN COMMUNICATION DUTIES

This position creates or edits emails and reports.

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INTERACTIONS WITH THE GENERAL PUBLIC

Interacts regularly with internal coworkers and other departmental personnel over the telephone, by email, and/or in person. Incidental contact with the public may occur as part of the work location.

INTERACTIONS SPECIFICALLY WITH CUSTOMERS

Frequently (More than 25% but less than 40% in a year)

MINIMUM EDUCATION REQUIRED

High School Diploma or GED. Completion of Automotive/Heavy Equipment Technology vocational/trade school or combination of training or experience.

MINIMUM YEARS OF DIRECTLY RELATED EXPERIENCE REQUIRED

Five (5) years automotive/heavy equipment repair and maintenance experience, including lead/supervisory experience; or equivalent combination of education, training and experience.

PROFESSIONAL CREDENTIALS REQUIRED

A valid Arizona Class B Commercial Driver's License with Tanker Endorsement is required; Class A with Tanker Endorsement must be obtained within six month of employment; Welding experience and Hazmat Endorsement preferred. Position is subject to drug and alcohol testing.

KNOWLEDGE REQUIRED

Clerical, electrical systems, mechanical (e.g. machines & tools), transportation technology, hazardous materials (handling & disposal), chemical compositions, MSDS management and updates.

SKILLS REQUIRED

Developing training strategies, problem recognition, analyzing operations, troubleshooting, time management, routine maintenance, operating heavy equipment, multi-tasking.

ABILITIES REQUIRED

Fully and quickly comprehend spoken words, read and write minimum high school level, express one's self orally, maintain hand, eye coordination, consider options, risks and benefits.

PHYSICAL DEMANDS

- Occasionally sits to operate computers.
- May be required to lift work related materials, equipment, tools, and/or gears that are more than 75 lbs.
- Requires dexterity for keyboard operation and for special machines and gadgets.
- Incumbents in this position may be required to routinely walk to and from work sites, routinely bend, stoop, crawl, and kneel under, over, and in the vehicle.

WORK ENVIRONMENT

Incumbents in this position regularly spends time in office environment and in maintenance bay and shops; occasionally spends time in automobile.

SAFETY RISK EXPOSURE

May be exposed to variable weather conditions when inspecting and repairing equipment in the field; exposure to gas, diesel, cleaning solvents and chemicals.

PROTECTIVE GEAR & SAFETY MANUALS

Incumbents in this position are required to constantly follow written safety procedures and manuals relevant to the division or department. This position routinely requires welding gloves; plastic rubber gloves; flame resistant clothings; safety foot wear; hearing protection devices; eye protection devices; and requires hard hat.

CONSEQUENCES OF ERROR

Potential errors can result in unfavorable public perceptions and legal ramifications.

NOTICE: APPLICANTS MAY BE REQUIRED TO FURNISH, AT THEIR OWN EXPENSE, DOCUMENTARY PROOF OF EDUCATIONS, CERTIFICATION, REGISTRATION, LICENSE OR ANY OTHER PROOF OF COMPETENCY AS REQUIRED IN THE OFFICIAL CLASSIFICATION DESCRIPTION OR ANNOUNCEMENT AND MAY BE REQUIRED TO UNDERGO PHYSICAL, PSYCHOLOGICAL AND/OR BACKGROUND INVESTIGATIONS AS A CONTINUING CONDITION OF EMPLOYMENT. FURTHER, APPLICANTS FOR POSITIONS REQUIRING OPERATION OF A COUNTY OR PERSONAL VEHICLE ON OFFICIAL BUSINESS MUST POSSESS AND MAINTAIN COUNTY OR PERSONAL VEHICLE OPERATORS LICENSE. GILA COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY, AND FAMILIAL STATUS IN EMPLOYMENT OR THE PROVISIONS OF SERVICE. AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.