

# GILA COUNTY HUMAN RESOURCES

## JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501



**POSTED: OCTOBER 13, 2016**  
**CLOSING DATE: NOVEMBER 1, 2016**

**DEPARTMENT:** Public Works Auto/Equipment  
Maintenance

**POSITION:** Vehicle & Equipment Maintenance  
Supervisor

**LOCATION:** Globe

**JOB CODE:** 16-094

**USE CDL/DRIVER'S EMPLOYMENT APPLICATION**

**ANNUAL SALARY:** \$41,796-\$46,812 DOE

### PURPOSE OF THE JOB

The purpose of this job is to 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, diagnoses vehicle problems, makes repairs and 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

Regularly assigns work to other employees and supervises related activities. Provides recommendations on employee coaching and counseling; scheduling work hours of employees; evaluating performance of employees; employee training and granting time off.

ESSENTIAL DUTIES AND RESPONSIBILITIES	TIME SPENT
<ul style="list-style-type: none"><li>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.</li></ul>	30%
<ul style="list-style-type: none"><li>Participates in shop and field repairs on vehicles and equipment; provides assistance with troubleshooting and repairs.</li><li>Provides on-call emergency assistance for vehicles and equipment with mechanical failure.</li></ul>	20%
<ul style="list-style-type: none"><li>Checks timesheets and equipment inspection sheets; delivers vehicles to and picks up from County departments and vendors.</li></ul>	10%
<ul style="list-style-type: none"><li>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.</li></ul>	10%
<ul style="list-style-type: none"><li>Schedules vehicles and equipment for service or repairs.</li></ul>	10%
<ul style="list-style-type: none"><li>Liaises with vendors to ensure most economical approach to repairs.</li></ul>	10%
<ul style="list-style-type: none"><li>Maintains MSDS books and shop equipment inspections.</li></ul>	10%
<ul style="list-style-type: none"><li>Performs other duties as assigned.</li></ul>	

### BUDGET RESPONSIBILITIES

This position 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 or processes, 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 documents, internal memos, emails and reports.

### 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.

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## **INTERACTIONS SPECIFICALLY WITH CUSTOMERS**

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

## **MINIMUM EDUCATION REQUIRED**

Associates Degree, certification, license, or Vocational School training in a professional, specialized trades or general field. Completion of Automotive/Heavy Equipment Technology vocational/trade school or combination of education, training and 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, customer and personal service, electrical systems, chemical compositions, SDS management and updates, mechanical (e.g., machines & tools), heating, ventilation, air conditioning (HVAC), vehicle/equipment maintenance principles and practices; maintenance/repair methods and standards; vehicle and equipment inspection processes; instruments, tools and diagnostic equipment used to repair/maintain vehicles and equipment; safety precautions relevant to repairing, maintaining and operating heavy equipment; welding and fabrication techniques and standards; welding equipment, maintenance of work orders and records; transportation technology, handling and disposal of hazardous materials.

## **SKILLS REQUIRED**

Developing training strategies; customer service, problem recognition, analyzing operations, time management, problem solving, troubleshooting, installing / repairing, routine maintenance, operating special tools, multi-tasking, perform troubleshooting, maintenance and repair of County vehicle and equipment; operating heavy equipment.

## **ABILITIES REQUIRED**

Solve problems sensibly and swiftly; multi-task, react in a calm and timely manner; imagine outcomes of particular actions; consider options, risks and benefits. Ability to coordinate the maintenance and repair of County vehicles and equipment; communicate with relevant departments regarding repair and maintenance requirements; maintain vehicle/equipment maintenance records and documentation; conduct vehicle and equipment inspections; perform a variety of highly skilled maintenance and repair functions related to vehicles and equipment; operate test, diagnostic, equipment and tools; maintain equipment and tools in safe working order; perform welding and fabrication functions; ensure compliance with departmental policies, procedures and safety regulations; provide assistance with supervising and training assigned personnel; communicate effectively orally and in writing; fully and quickly comprehend spoken words; read and write minimum High School level; express one's self orally; maintain hand and eye coordination.

## **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**

Incumbents in this position 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, rubber gloves, flame resistant clothings, safety foot wear, hearing protection devices, eye protection devices and requires hard hat.

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## **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.