



## ASSISTANT FLEET SHOP SUPERVISOR

**Classification #: 432**  
**FLSA: Exempt**  
**EEOC: 07**

### GENERAL STATEMENT OF DUTIES:

Supervises the senior mechanic and mechanics (including mechanic at Sheriff's Office or any other Public Works location) in the maintenance, repair and overhauling of county equipment and vehicles. Incumbent ensures that the licensing and titling transactions and the purchasing of all fleet vehicles and machinery are completed in accordance with Marion County policies and expectations. In the absence of the Fleet Shop Supervisor, supervises staff in the radio shop, parts room, and ferry. Performs other related duties as assigned.

### SUPERVISION RECEIVED:

Works under the direct supervision of the Fleet Shop Supervisor who assigns work and reviews performance for quality and quantity of work done.

### SUPERVISION EXERCISED:

Positions in this classification exercise full supervision over technical and semi-skilled employees. Assignment may include supervision of technical staff, trainees, temporary staff and interns. Participates in selecting new personnel, provides for training, evaluates performance, responds to grievances and recommends personnel transactions.

### DISTINGUISHING CHARACTERISTICS:

The Assistant Fleet Shop Supervisor has the primary responsibility for the maintenance, repair and overhaul of county equipment and vehicles. Incumbent is responsible for purchasing of vehicles and equipment, licensing and titling transactions with the Department of Motor Vehicles for all county departments, and supervising staff and the efficient day to day operations of the shop.

The Assistant Fleet Shop Supervisor differs from the Fleet Shop Supervisor, which has broad management responsibility for programs, projects, and activities related to vehicle and equipment maintenance and repair, the radio shop, parts room and ferries. It also differs from the Mechanic, Senior who assigns, monitors and inspects the work of one or more employees; monitors job order status to ensure work is completed; makes quality control decisions for parts replacement, repair, and adjustment based on cost efficiency and safety; monitors the preventative maintenance program; and keeps records of inventory, work schedules, materials used and inspection reports.

### EXAMPLES OF DUTIES: (Duties may include, but are not limited to the following)

1. Coordinates all aspects of the county's fleet maintenance activities in the general overhaul, maintenance and repair of machinery, construction equipment and light/medium duty vehicles, including repairs of the Wheatland and Buena Vista Ferries.

2. Assists with the preparation of the annual budget for the shop; tracks the materials budget for the shop; and discusses expenditure variances with the Fleet Shop Supervisor.
3. Works with customers to plan, determine, specify, and initiate procurement of additional or replacement vehicles and equipment; assists departments in determining type, size, quality and special features of proposed purchases.
4. Establishes and maintains record keeping for reports including the inventory of vehicles and construction equipment.
5. Supervises the disposal of vehicles and construction equipment.
6. Remains current on new developments and technology in the auto industry, including vehicle features and components, industry alerts or fuel constraints. Plans and schedules training on new and specialized maintenance and repair techniques.
7. Ensures implementation of and compliance with safety procedures and regulations at work sites; conducts regular safety meetings; reviews safety concerns and suggestions with management and assigned staff; and assists in planning and implementing safety training programs.
8. Maintains effective communication between fleet mechanic staff and customers for repairs and maintenance of equipment and light duty vehicles.
9. May take part in or direct chemical hazard clean ups, according to training given, for incidents on roads and road related properties.

### **RECRUITING REQUIREMENTS**

#### **KNOWLEDGE, SKILLS AND ABILITY:**

**Knowledge of** the standard practices, materials and methods used in the repair and maintenance of automotive and construction equipment; administrative and management procedures; computer systems; and standard office practices.

**Skill and Ability to** supervise and train employees; effectively utilize available resources including personnel; give explicit instructions; set standards for performance; prepare materials budget for mechanic shop; effectively express oneself orally and in written form; form effective working relationships with department heads and elected officials, managers, subordinates, other Marion County employees and outside vendors and agencies.

#### **EXPERIENCE AND TRAINING:**

1. Associate's Degree or graduation from a technical school with course work closely related to the repair and maintenance of construction equipment; **AND**
2. Three (3) years experience as a mechanic, which includes one (1) year as a supervisor **OR**; four (4) years as a lead person in a fleet operation shop.
3. Any satisfactory equivalent combination of education, training and/or experience relevant to the position.

**NECESSARY SPECIAL REQUIREMENTS:**

1. Possession of, or obtain within 30 days of hire, a valid Class C Oregon driver's license. If in possession of a current out-of-state driver's license, must obtain Oregon driver's license within 30 days of hire.
2. Possess and maintain an acceptable driving record. A copy of the driving record for all qualified applicants will be obtained from the Driver and Motor Vehicle Services.
3. Must pass a criminal history background investigation; however, conviction of a crime may not necessarily disqualify an individual for this classification.
4. Must obtain, within 90 days of hire, hazardous material clean-up training and certification.

ADOPTED: 4-11