



# Josephine County, Oregon

## Human Resources Office

Josephine County Courthouse  
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### POSITION DESCRIPTION

Job Title: Fleet Program Supervisor  
Department: Public Works  
FLSA Status: Exempt  
WC Code: 8380  
Effective Date: June 1, 1993  
Last Revised: April 26, 2017  
Pay Grade: NU16  
Union: Non-Union (Supervisory)

#### SUMMARY

Plans, schedules, assigns and supervises the maintenance, operation, and repair of the Public Works and County fleets and any contracted fleet operations. Ensures correct billing of parts and maintenance activities, makes recommendations on replacement and disposal of vehicles and equipment and on overall fleet sizing and needs, develops, implements, maintains, and works within the constraints of the fleet budgets; does related work as required. Responsible for the overall functioning and performance of fleet maintenance activity. Work is performed under the general direction of the Public Works Director, who reviews work based on results attained and for conformance to standard procedures, safety policies and procedures, and established best practices. Supervision is provided to fleet personnel in the Public Works and County fleet.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

(Illustrative only. Any single position in this classification will not necessarily involve all of the listed duties below and other positions will involve duties which are not listed. These duties represent the essential functions needed of persons in this classification.)

1. Manages the activities of all employees within the Fleet Program. Responsible for the daily direction, coordination, and evaluation of program activities.
2. Schedules, services, determines priorities, and establishes work plans for the maintenance and repair of vehicles and equipment. Works with all County departments to ascertain vehicle needs, makes recommendations based on those needs. Assures a safe working environment is maintained.
3. Develops, implements, monitors, and ensures a comprehensive preventive maintenance program for fleet services. Researches and establishes rental rates for fleet vehicles based on accumulated records and anticipated costs.
4. Maintains and monitors computerized fleet maintenance management system and analyzes system data to guide vehicle repair and replacement activities, researches and recommends systems for improvement.
5. Determines need for capital equipment purchases for replacement and additions to the fleet, coordinates vehicle acquisition and disposition process for all County departments.

6. Develops bid specifications and cost estimates for capital expenditures on fleet acquisitions and major repairs. Writes proposals and contracts for outside services and monitors vendor compliance; provides labor and material estimates as needed.
7. Maintains appropriate records; prepares reports related to departmental activities; approves orders for parts, supplies, fuel and lubricants as needed. Contacts manufacturers and vendors to obtain quotes or information.
8. Formulates and presents workgroup budget to the Director; monitors expenditures to remain within budgetary constraints.
9. Supervises subordinate employees including assigning, scheduling and reviewing work, evaluating performance, training, taking necessary disciplinary action and effectively recommending hiring and termination decisions.

#### SUPERVISORY RESPONSIBILITIES

Supervises subordinate employees including assigning, scheduling and reviewing work, evaluating performance, training, taking necessary disciplinary action and effectively recommending hiring and termination decisions. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Coordinates the scheduling of major activities and the work flow to accomplish operating objectives.

#### QUALIFICATIONS

Thorough knowledge of the operating principles of both gas and diesel automotive and heavy equipment and the methods, materials, tools and equipment used in their maintenance and repair. as well as the occupational hazards and related safety precautions. Considerable knowledge of vehicle maintenance programs; budgeting and recordkeeping systems; principles of supervision and personnel practices. Must be able to communicate effectively both verbally and in writing; plan and direct the work of others; establish and maintain effective working relationships with employees, other departments, and outside vendors and suppliers; maintain accurate records. Must be proficient with computers and software programs utilized to manage the day to day operations of fleet maintenance.

#### EDUCATION AND EXPERIENCE

Associates Degree supplemented with training in automotive mechanics; and five years of progressively responsible experience in a major vehicle and heavy equipment maintenance repair service program including two years supervisory responsibility; or any satisfactory combination of experience and training which demonstrates the knowledge, skills and ability to perform the above described duties.

#### JOB IMPACT

The consequences of an error could result in financial loss, injury or death due to faulty mechanical servicing or repair work of vehicles and equipment. Problems encountered generally revolve around equipment operation and the ability to meet vehicle operator needs.

#### JOB CONTACTS

Frequent contacts are made with manufacturers, vendors, and sales representatives regarding parts, supplies and equipment; as well as with other Public Works and Josephine County employees, regarding vehicle repair and maintenance. . Maintains affiliations with state fleet organizations and works with other jurisdictional fleet managers in order to share best practices and standardization programs.

#### LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

#### MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

#### REASONING ABILITIES

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

### OTHER SKILLS AND ABILITIES

Use and care of tools, equipment and materials used in the operations and maintenance of vehicles and heavy equipment fleets.

### CERTIFICATES, LICENSES, REGISTRATIONS

Possession of or ability to obtain a valid Oregon Driver's License; safe driving record. Possession of or ability to obtain a Class A Oregon Commercial Driver License desirable.

### BACKGROUND INVESTIGATION

Those employed in this position may be subject to pre-employment drug testing and a background investigation, including but not limited to criminal background investigation. Conviction of a crime will not necessarily disqualify an individual for this classification.

### WORK ENVIRONMENT

Work is carried out in both an office and fleet shop environment, with an occasional need to respond to road calls. Lifting, straining and climbing are required. Incumbent works with hazardous materials such as gasoline, oil, acids and carbon monoxide. Position is impacted by rush jobs, repetitiveness, heavy work flow, and on-call responsibility resulting in unpredictable hours.

### PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk and hear. The employee frequently is required to sit, stand and walk. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move 50 or more pounds. Specific vision abilities required by this job include close vision, distance vision and peripheral vision.

**PHYSICAL REQUIREMENTS**

Check if required for essential job function	Activity	Never 0%	Occasionally 1-33%	Frequently 34-66%	Continuous 67-100%
<input checked="" type="checkbox"/>	Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Sitting - 1/2 hour plus	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Moving about work area	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Bending forward	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Stoop position - 1 minute plus	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Climbing stairs - 1 floor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Crawling - hands & knees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Reaching overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Lifting strength	<b># of pounds = 50+lbs</b>			
<input checked="" type="checkbox"/>	Lifting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Patient Lifting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Lifting Overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Moving carts, etc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Carry items	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Dexterity/Coordination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Keyboard Operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Rapid-mental/hand/eye coord.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Operation of motor vehicle	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Speech, Vision &amp; Hearing</b>					
<input checked="" type="checkbox"/>	Distinguish colors	Yes: <input checked="" type="checkbox"/>	No: <input type="checkbox"/>		
<input type="checkbox"/>	Distinguish shades	Yes: <input checked="" type="checkbox"/>	No: <input type="checkbox"/>		
<input type="checkbox"/>	Depth perception	Describe:			
<input checked="" type="checkbox"/>	Ability to hear	Normal Speech Level:			
<input type="checkbox"/>	Other Spec. Hearing Req.	Describe:			
<b>Exposure - Environmental Factors</b>					
<input checked="" type="checkbox"/>	Heat	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Cold	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Humidity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Wet Area/Slippery	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Noise	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Dust	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Smoke	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Vibration	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Chemical Solutions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Uneven Area	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Ladder/Scaffold	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ionization	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Body Fluids	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>