

## UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: FLEET SERVICES SHOP SUPERVISOR  
CLASS CODE: 7036

FLSA STATUS: NON-EXEMPT  
SUPERVISORY STATUS: SUPERVISOR

EFFECTIVE DATE: 6/30/14 (REVISED 10/17/2006 VERSION)  
DEPARTMENT: PUBLIC WORKS

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### JOB SUMMARY

Under general direction, supervises the activities and personnel of the Utah County Fleet Services.

### ESSENTIAL FUNCTIONS

Supervises assigned personnel including assigning work schedules; coordinating work assignments; and inspecting work in progress and after completion for accuracy, quality and completeness.

Conducts performance appraisals and assists in hiring and retention decisions.

Coordinates service according to need, shop workload, and schedule of drivers, other departments, and outside agencies. Sets priorities for regular, unanticipated, and emergency needs.

Compiles, maintains, and reviews various reports, records, and appropriate documentation for specified duties and assigned personnel.

Plans and directs the construction of various metal items including flood control equipment, bomb trailers, gates, kiosks, and pavilions.

Oversees and ensures the application of preventive maintenance for county vehicles and equipment and recommends replacement schedules.

Assists in the preparation of the division budget and bid specifications including recommendations on budgetary capital and operation expenses.

Attends bid openings as needed.

Oversees shop safety and ensures compliance with required OSHA and safety standards.

Trains assigned personnel in the operation of forklifts including preparing for and teaching the forklift certification course, and observing each individual operator for the mandatory driving test.

Prepares vehicles and equipment for auction.

Performs all duties of mechanics and other shop personnel as necessary to ensure functional operation of the Fleet Services.

### KNOWLEDGE, SKILLS, AND ABILITIES

**Knowledge of:** hazardous chemical handling procedures; procedures and techniques used in the inspection, diagnosis, repair, and maintenance of equipment and vehicles; occupational hazards related to mechanical repairs; electrical repair and reading schematics; on-board automobile computer systems; related OSHA requirements and other safety standards; training and supervisory techniques.

**Skills in:** operating motorized equipment and various hand, pneumatic, and power tools; reading, writing, and basic math; utilizing diagnostic equipment; the use of cutting torches and welding equipment; word processing and basic computer programs; document composition; the care of mechanical systems, electrical systems, testing equipment, and specialized tools relating to mechanical repairs.

**CLASS TITLE: FLEET SERVICES SHOP SUPERVISOR**  
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**PAGE 2**

**Ability to:** maintain cooperative relationships with those contacted in the course of work activities; operate a forklift; follow verbal and written instructions; coordinate multiple tasks efficiently; utilize emission test equipment and computer test activities; track certification status and maintain records; supervise and train others while maintaining own workload.

### **PHYSICAL DEMANDS**

**Regularly:** walk, stand, or stoop; lift, carry, push, pull or otherwise move objects weighing up to 80 pounds; use tools or equipment requiring a high degree of dexterity; drive a motor vehicle; work for sustained periods of time maintaining concentrated attention to detail; and communicate via radios.

**Occasionally:** ascend or descend ladders, scaffolding, ramps, poles, and the like; walk, stand, crouch, or run on narrow, slippery, or erratically moving surfaces;

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

### **WORKING CONDITIONS**

Work is performed in a partially environmentally controlled building; Work is performed in a very noisy place; Work exposes incumbent to conditions such as fumes, noxious odors, dusts, mists, gases, and poor ventilation; Work exposes incumbent to possible bodily injury from moving mechanical parts of equipment, tools, or machinery; Work exposes incumbent 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 masks, goggles, and gloves; and Work exposes incumbent to unknown and dangerous conditions.

### **EDUCATION AND EXPERIENCE**

Equivalent to an Associate's Degree in automotive and diesel mechanics; and seven (7) years formal work experience performing journey-level automotive mechanical activities including two (2) years of lead, supervisory, or training/safety oversight experience.

Incumbent may be required to provide basic automotive repair tools as a condition of employment. Selected applicants may be subject to a background check.

### **LICENSING AND CERTIFICATION**

Incumbent must possess and maintain a Utah State Inspection License, a Utah County Emissions License, certification as a Forklift Operator, certification as a Forklift Operator Instructor, and a valid State of Utah class A Commercial Driver's License with T and X endorsements.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.