



Motor Pool Manager

Road and Bridge

RB/4
Pay Grade: 19

JOB SUMMARY

This position is responsible for managing motor pool operations for the county.

MAJOR DUTIES

- Oversees and supervises the day-to-day operation of a complete maintenance and repair facility.
- Prioritizes, assigns and participates in the repair and maintenance of county vehicles and equipment.
- Assists in diagnosing malfunctions.
- Maintains a safe work environment for all employees in compliance with OSHA and EPA regulations.
- Coordinates the repair of vehicles and equipment by external service providers.
- Manages the fuel system; manages fuel inventory; maintains related records; coordinates maintenance as needed.
- Maintains records of county vehicles and equipment.
- Purchases parts, shop supplies, shop tools, and shop equipment.
- Maintains shop inventory of parts, tools, oil, filters, cleaning chemicals, and fuel.
- Communicates with county departments on vehicle concerns or maintenance needs.
- Coordinates the field repair of vehicles and equipment.
- Trains, assigns, supervises, evaluates, and disciplines personnel.
- Responds to after-hours emergencies.
- Perform any other duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of the tools and techniques of equipment repair, including equipment brake, fuel, hydraulic, air, and computer systems.

- Knowledge of management and supervisory principles and practices.
- Knowledge of department and county policies and procedures, and federal, state, and local laws and regulations.
- Knowledge of county purchasing procedures.
- Skill in planning, organization, and decision making.
- Skill in the supervision of personnel.
- Skill in oral and written communication.
- Ability to communicate in English and Spanish.

SUPERVISORY CONTROLS

The Superintendent assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

GUIDELINES

Guidelines include county policies and procedures, safety regulations, OSHA and EPA regulations, and equipment operation, parts and repair manuals. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied administrative, supervisory, and technical duties. Inclement weather conditions contribute to the complexity of the position.
- The purpose of this position is to supervise and manage the county's motor pool operation. Successful performance helps ensure well-maintained vehicles and equipment.

CONTACTS

- Contacts are typically with vendors, co-workers, and the general public.
- Contacts are typically to give or exchange information, resolve problems, motivate personnel, provide services, and justify, negotiate, or settle matters.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently standing, stooping, walking, bending, or crouching. The employee frequently lifts light and heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, and must distinguish between shades of color.

- The work is typically performed in an office, maintenance shop, or outdoors, where the employee may be exposed to cold or inclement weather. The work exposes the employee to noise, dust, dirt, grease, machinery with moving parts, and irritating chemicals. The work requires the use of protective devices such as masks, goggles, or gloves.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over Senior Mechanic (1), Mechanic (9), Senior Tire Repairman (1), Fuel System Technician (1), Preventive Maintenance Technician (2), and Tire Repair Worker (1).

MINIMUM QUALIFICATIONS

- Must have three to five years of related experience.
- Must have a high school diploma or GED from an accredited institution.

OTHER REQUIREMENT/INFORMATION

- Must possess a valid and current Texas driver's license.
- Drug and Alcohol Policy applies to this job. Pre-employment drug/alcohol testing, Motor Vehicle Record (MVR) and criminal background checks are required.
- This position *is covered* by Civil Service; therefore, is subject to the Civil Service Rules and Regulations in addition to all other Webb County policies.

ACKNOWLEDGEMENT

The undersigned have read, discussed and understand the full meaning of this job description and agree to abide by all terms and conditions herein expressed or implied.

Employee's Signature	Print Name	Date
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Supervisor's Signature	Print Name	Date
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