



Motor Pool Manager

Road & Bridge

RB/4
Pay Grade: 19/A

JOB SUMMARY

This position is responsible for managing the 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.
- Maintain 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.
- Maintain 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 vehicle and equipment.
- Trains, assigns, supervises, evaluates, and disciplines personnel.
- Responds to after-hours emergencies.
- Perform any other duties 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 instruction. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final result.

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 the shades of color.

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

- High School Diploma or GED from an accredited institution preferred or 8 or more years of related experience.

OTHER REQUIREMENT/INFORMATION

- Must possess a valid and current 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* under Civil Service; however, all other Webb County policies apply.

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

Supervisor's Signature

Print Name

Date