

LIST OF CURRENT JOB OPENINGS IN WEBER COUNTY CORPORATION. PLEASE DISTRIBUTE TO PERSONS IN YOUR AGENCY CONCERNED WITH JOB RECRUITMENT AND PLACEMENT

<u>JOB TITLE</u>	<u>SALARY</u>	<u>ISSUE</u>
SHOP SUPERINTENDENT	\$19.38/HR	12-19-2014

WEBER COUNTY ROADS - FULL-TIME WITH BENEFITS

JOB SUMMARY Under the general supervision of the Roads and Highway Division Director, performs supervisory and complex maintenance and repair work on automotive, light, medium, and heavy equipment.

MAJOR DUTIES (Any one position may not include all of the duties listed, nor do the listed examples include all duties which may be found in positions of this class.) Exercises technical and administrative supervision over the Lead Equipment Mechanic, Equipment Mechanics and Equipment Service Workers. Schedules, directs, inspects, and participates in complex service and maintenance work; diagnoses and solves complex and non-routine repair problems; performs. Assists in preparing the department budget by estimating the division's time, manpower, and material requirements. Purchases and inventories parts, tools and supplies. Ensures a safe working environment for employees and ensures adherence to all safety rules and procedures. Assigns personnel and equipment to maintain scheduled maintenance and repair operations; trains lower level personnel in repair techniques; coordinates activities with other divisions and other County departments; assists in setting priorities to deal with emergencies and unanticipated needs. Prepares and maintains a variety of routine records and reports; maintains a log of repairs done to each vehicle. Enters vehicle maintenance and repair information and data into the appropriate computer programs for Fleet Management. Performs and conducts annual performance appraisals on all employees supervised. Performs related work as required.

MINIMUM QUALIFICATIONS High school graduation or equivalent, AND Six years of related experience, OR Any equivalent combination of education and experience.

Considerable knowledge of the design, adjustment, operation, maintenance, and repair of diversified mechanical and electrical equipment, including light, medium, and heavy gasoline and diesel engines; considerable knowledge of the materials and tools used in equipment repair maintenance; working knowledge of the principles of budgeting and administration. Familiarity with State of Utah bid and purchasing procedures for equipment, parts, supplies and materials. Familiarity with and use of material Safety Data Sheets (MSDS) for hazardous materials, fuels, and other automotive fluids.

Skill in the use of tools, materials, welding, and test equipment.

Ability to supervise, organize, coordinate, and manage the use of equipment and personnel to accomplish assigned tasks; ability to diagnose complex and non-routine mechanical and electrical defects and determine parts and adjustments necessary to repair equipment; ability to ensure compliance with and follow standard safety practices and procedures common to equipment maintenance work; ability to communicate effectively verbally and in writing; ability to keep accurate and complete records; ability to establish and maintain effective working relationships with employees, other departments, and the general public.

SPECIAL QUALIFICATIONS Must possess or be able to possess a valid Utah Chauffeur's license and a good driving record; must be on call 24 hours per day. Applicants who are selected for employment with Weber County will be required to submit an up-to-date copy of their Motor Vehicle Record from the Utah State License Division prior to starting work.

TOOLS AND EQUIPMENT USED Motorized vehicles for mechanical testing purposes, power and hand tools and equipment for vehicle and mechanical system work; mechanic's tools including jacks, hydraulic lifts, air tools, and other tools required for major and minor repairs and routine maintenance of motorized vehicles; electronic vehicle diagnostic equipment; personal computer, calculator, phone; mobile or portable radio.

PHYSICAL DEMANDS 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 frequently required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. the employee is occasionally required to walk, sit and talk or hear. The employee must frequently lift and/or move up to 25 pounds, and occasionally lift weights up to 100 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing 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 frequently works near moving mechanical parts or in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes, toxic or caustic chemicals, and other hazardous materials (including fuels and other automotive fluids). The noise level in the work environment is moderately noisy.

POSITION CLOSES; JANUARY 20, 2015

APPLICATION AVAILABLE AT www.co.weber.ut.us AND MUST BE SUBMITTED TO:

Weber County Human Resources, 2380 Washington Blvd., Suite 340, Ogden, Utah 84401

EQUAL EMPLOYMENT EMPLOYER - DRUG & BACKGROUND TESTING REQUIRED