



Uintah County

Job Description

Title:	Fleet/Purchasing Dept. Head	Code:	133
Division:	Safety	Effective Date:	3/20
Department	Fleet	Last Revised:	03/20
FLSA Cat:	Exempt	Pay Grade:	34

GENERAL PURPOSE

Directs, plans, oversees, and evaluates all programs and services for Uintah County Fleet Management. Including staffing, quality management. Act on behalf of the County in the negotiation process of all fleet purchases. Work out the logistical details with a supplier once a purchase has been made. Setting delivery amounts and a timeframe for delivery; maintain meticulous records of each purchase, and when the order was received; must also monitor fleet inventory to re-order items.

SUPERVISION RECEIVED

Works under the general supervision of the Board of County Commissioners.

SUPERVISION EXERCISED

Provides supervision to Fleet department staff.

ESSENTIAL FUNCTIONS

The following duties and responsibilities are intended to be representative of the work performed by the incumbent in this position and are not all-inclusive. The omission of specific duties and responsibilities will not preclude it from the position.

Applicants must be prepared to demonstrate the ability to perform the essential functions of the job with or without a reasonable accommodation.

Duties may include but are not limited to the following Fleet Responsibilities:

- Develops and implements annual county goals and objectives based on feedback from, Elected Officials, Uintah County Department Heads and industry trends and standards. Develops a county strategic plan that identifies future needs of fleet management services.
- Develop equipment retirement schedules and strategies.
- Develop, implement, and maintain inventory information system and incorporate with preventive maintenance program with consultation from Information Technology Department.
- Conducive of purchasing policy, oversee and maintain parts and materials inventory; purchase parts; prepare specifications for purchase of parts, materials and equipment. Ensures County vehicles and equipment are inspected, registered, and licensed in accordance with local, state, and federal regulations.

- Prepares the Fleet budget recommendation. Reviews and approves/disapproves expenditures to ensure compliance with Fleet budget constraints in relation to overall priorities and purchasing policies to improve cost containment measures.
- Recommend and assist in the implementation of goals and objectives; establish schedules and methods for providing equipment services; implement policies and procedures of Uintah County.
- Answer questions and provide information to Department Head, Elected Officials, and Commission, regarding vehicle and equipment maintenance activities; investigate complaints and submit documentation to appropriate supervisor, and recommend corrective action as necessary on equipment.
- Provides regular reports to Commissioners, Elected Officials, and Departments Heads regarding costs associated with the services provided within departments.
- Hires, promotes, disciplines, and terminates county employees, following county policies and procedures within the policy manual.
- Oversees and directs a centralized asset inventory system for motor vehicles and equipment with consultation of the Information Technology Department.

Purchasing Responsibilities:

- Proposes and approves specifications for ALL contracts and equipment purchases to include ALL motorized vehicles, trucks, trailers, heavy equipment, radios, tools, and parts.

Performs other related duties as required

MINIMUM QUALIFICATIONS

Education and Experience:

- A. Graduation from High School; plus three years of progressively responsible experience in fleet maintenance or a related field

OR

- B. An equivalent combination of education and experience.

Knowledge, Skills, and Abilities:

Knowledge of:

- Effective personnel management and supervision
- Effective budget control and management
- Effective public relations techniques
- Report writing and preparation
- County, Department, and County policies and procedures
- Database applications for maintenance of billing equipment and performance reporting
- Best practices in servicing and maintaining vehicles
- Relevant County, State, and Federal requirements

Skills and Abilities to:

- Apply effectively general principles to specific conditions
- Communicate and express self clearly and effectively both orally and in writing
- Work effectively with people from a variety of social, ethnic, economic, education, and professional backgrounds
- Defend and follow oral and written instructions, policies, and procedures
- Work with minimum supervision and act independently when appropriate
- Effectively supervise, train, and motivate others, and effect change in ideas and attitudes
- Create and develop new concepts
- Operate a personal computer
- Respond adequately to problems and utilize problem solving techniques
- Establish and maintain effective working relationships with the public, government, private groups and individuals

Special Qualifications

Spreadsheet software – spreadsheets are used to compile and analyze financial reports and to compare supplier prices.

Inventory management software – purchasing officers use this software to reorder products or supplies that are running low

Education and Training: Principles of logistics, organizational communication, and basic economics. *Most of the technical knowledge is learned through on-the-job training.*

Work Environment:

Tasks require variety of activities, occasionally involving muscular strain, such as walking, standing, stooping, sitting, and reaching. Talking, hearing and seeing essential to the performance of daily job functions. Common eye, hand, finger, leg and foot dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and some creative problem solving. Occasional travel in automobile or heavy equipment required in job performance.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. _____
Employee Date