



ENTRY LEVEL AND PROMOTIONAL

FLEET MANAGER

SPOKANE COUNTY CIVIL SERVICE COMMISSION



CLOSING DATE: January 11, 2013 @ 4:30 p.m.
APPLICATION REVIEW DATE: January 14, 2013
SALARY RANGE: \$3799.16 - \$5126.40/mo. & benefits
(Step 1 - Step 7)

WRITTEN TEST: January 23, 2013, 9:00 a.m.
ORAL BOARD: January 23, 2013 Afternoon

APPLICATION REVIEW: Applications will be reviewed to verify minimum requirements have been met. Applicants will be notified if they have met the minimums. Confirmation of test date will be sent January 14, 2013.

- Valid unrestricted motor vehicle operator's license before and during employment; CDL desired but not required.

APPLICATION PACKETS

Submit the following documents to Civil Service when filing:

- Civil Service Application and Supplemental
Sealed official high school (or GED) and college transcripts.
Copy of DD-214, Member Copy 4, if applicable.
Current driver's license (copy)
Birth certificate (state/county copy only; hospital copy not accepted)
Social security card (copy)
Non-refundable \$15.00 processing fee (check or money order payable to SCCSC; no cash will be accepted).

LICENSURE: Valid current unrestricted drivers license; prefer possession of valid Class A, CDL with air brake and tanker endorsement at time of appointment and throughout employment.

EXAMPLES OF DUTIES: May include but is not limited to the following:

Ensure Sheriff's Office of efficient and well-maintained vehicles and emergency equipment by directing an effective preventative maintenance program and by satisfactorily responding to emergency needs.

Direct subordinate staff in their duties, assist when necessary; schedule and oversee all work of the shop; prioritize work; allowing for accommodation of emergencies. Supervise and train inmate workers assigned to the garage.

Manage the annual fleet maintenance budget. Analyze maintenance expenditures and equipment available information to ensure the best possible utilization of funds.

Draft specifications for new equipment, discuss problems or needs with equipment vendors; oversee stock room of parts and tools for the shop; interact with salespeople. Purchase all parts and equipment as needed; submit invoices for payment of all purchases to administration staff.

Research and recommend the vehicle makes and/or models for the purchase of replacement vehicles. Assist in developing and implementing vehicle and emergency equipment replacement policies.

Provide direction and technical assistance in the repair and maintenance of all vehicles and emergency equipment.

Oversee the transportation of inmates to garage from Geiger Correctional Facility.

Application packets without the attached documents listed above will be considered incomplete and will not be accepted.

MINIMUM REQUIREMENTS:

- U.S. citizen who can read and write the English language
High school graduate (or equivalent) and an Associate's degree from an accredited college in automotive repair or related field
Must have at least ten (10) years recent professional experience in automotive technician work in a fleet management environment with the repair, service, and maintenance of automobiles, trucks and other equipment within a Sheriff's Office
Physical strength and agility to effectively perform all duties
Must furnish own basic mechanic's hand tools

Must be able to fulfill the duties of Automotive Technician in their absence.

Performs other duties as required.

SELECTION FACTORS

Considerable knowledge and skilled in:

- the use and care of mechanical, electrical and other specialized tools and testing equipment

Knowledge of:

- supervisory and shop management techniques
- occupational hazards of the mechanic's profession
- computers and Microsoft software

Skilled in:

- basic automotive computer diagnosis
- diagnosing problems in equipment and machinery and communicate these findings to subordinates

Ability to:

- operate vehicles and equipment with sufficient skill to satisfactorily test results of work completed
- estimate parts, materials and time needed to complete jobs
- read and interpret drawings and sketches of mechanical, electrical systems and repair manuals
- supervise skilled mechanical repairs; manage the shop area and employees

BEHAVIORAL STANDARDS:

Respectful, courteous, and friendly to other County employees and inmates. A team player that helps the organization meet its objectives. Effectively communicates with other County employees and inmates. Get along with co-workers. Positively represent the County, maintaining the trust County residents have placed in each of us. Demonstrate honest and ethical behaviors.

All information submitted in the application and in any attachments or supporting documents must be true, correct, and complete. Providing false or incomplete statements will be justification for termination or refusal of employment. All application materials are due by 4:30 p.m. on the close date. POSTMARKS WILL NOT BE ACCEPTED.

By order of the Spokane County Civil Service Commission dated at Spokane, Washington this 14th day of December, 2012.

Edward Thomas Jr., Chair

Nancy J. Paladino, Chief Examiner

**FLEET MANAGER MUST BE ABLE TO PERFORM THE FOLLOWING
PRIMARY AND ESSENTIAL TASKS OF THE AUTOMOTIVE TECHNICIAN**

A. PHYSICAL ABILITIES

1. Hand and finger dexterity and grip sufficient to use equipment and tools dealing with large to very small repair parts.
2. Work on hands and knees for an extended period of time.
3. Ability to lift, bend, crawl, climb, etc., as required to complete car/truck maintenance and repair.
4. Arm and shoulder strength and flexibility sufficient to work on cars on lift above one's head.
5. Lift and carry repair supplies in containers weighing a range of 25 to 100 pounds.
6. Use cart or dolly to transfer heavy objects from delivery truck to storage.
7. Load and unload cart or dolly or other equipment used to transport.
8. Ability to use mops, brooms, cleaning tools to keep area clean and orderly.
9. Flexibility of joints and strength of arms/back sufficient to move and mount car/truck tires and install on vehicles.
10. Read and comprehend diagnostic dials, etc.
11. Store, handle, and dispose of all lubricants and antifreeze in an environmentally safe manner.

B. MAINTAIN SECURITY AND CONTROL OF GARAGE AREA

1. See and be aware of all activity in the garage area.
2. Maintain effective supervisory relationships over inmate worker pool.
3. Maintain accurate accounting and regular inventory of all equipment/tools.
4. Grip person tightly to control action, if needed.

C. GENERAL REQUIREMENTS

1. Repair asbestos brake system using current environmental safety standards.
2. Ability to recognize there is a problem and to diagnose and solve it.
3. Read and understand shop manuals.
4. Must be able to hear normal voice tones.
5. Read and comprehend policies and procedures of the Automotive Division of the Sheriff's Office.
6. Must be able to read and write the English language.
7. Vision must be correctable to 2/20 in both eyes; no color deficiencies; normal hearing.

4/30/01

FLEET MANAGER **Supplemental Application**

In order to apply for this position, applicants must document experience in at least five of the following areas of competency by giving the following information on the application: examples of performance in the area where experience was gained and hours of work per week. Circle the items that you have performed.

AREA	EXAMPLES OF PERFORMANCE
ENGINE REPAIR Employer _____ How Long _____ yrs. _____ mos.	Valve train and cylinder head assemblies, block assemblies, cooling and lubricating systems, ignition systems, fuel and induction systems, manifold and exhaust systems. Other _____
SMALL ENGINE REPAIR Employer _____ How Long _____ yrs. _____ mos.	Valve train, block assemblies, cooling and lubricating systems, ignition systems, fuel carburetion. Other _____
AUTOMOTIVE TRANSMISSION Employer _____ How Long _____ yrs. _____ mos.	Hydraulic systems, mechanical power trains, general transmission principles. Other _____
MANUAL TRANSMISSION AND REAR AXLE Employer _____ How Long _____ yrs. _____ mos.	Three and four speed manual transmissions, clutches, front and rear drive systems. Other _____
FRONT END Employer _____ How Long _____ yrs. _____ mos.	Steering (manual and power assisted systems), suspension systems (types of systems and alignment equipment and procedures), wheels and tires. Other _____
BRAKES Employer _____ How Long _____ yrs. _____ mos.	Drum brake systems, disc and combination brake systems, parking brake systems, power assist units, hydraulic application systems and ABS. Other _____
ELECTRICAL SYSTEMS Employer _____ How Long _____ yrs. _____ mos.	Batteries, start motors, alternators, regulators, lighting and signal systems, electrical instruments, computer operated systems, and accessories. Other _____
HEATING AND AIR CONDITIONING Employer _____ How Long _____ yrs. _____ mos.	Refrigeration, heating and ventilating, A/C controls. Certified R12/R134A. Other _____
ENGINE TUNE-UP Employer _____ How Long _____ yrs. _____ mos.	Starting and charging, ignition systems, fuel injection, manifold and exhaust, engine tune-up and related emission control systems. Other _____
MOTORCYCLE REPAIR Employer _____ How Long _____ yrs. _____ mos.	Ignition systems, clutches, tires, brakes, fuel systems. Other _____
HYDRAULIC SYSTEMS Employer _____ How Long _____ yrs. _____ mos.	Valves, control banks, and hydraulic pumps. Other _____
MARINE REPAIR Employer _____ How Long _____ yrs. _____ mos.	Jet, Outdrive, Inboard/Outboard motors. Other _____

List any other automotive experience you may have that is not listed above. You may write on the back of this page or attach an additional sheet.

Printed Name _____ Applicant Signature _____ Rev 2/8/11

SPOKANE COUNTY CIVIL SERVICE COMMISSION
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 EQUAL OPPORTUNITY EMPLOYER