



## EQUIPMENT SERVICES MANAGER

**Department: Planning and Public Works**

**Job Class: 905100**

**Pay Range: Professional 10**

**FLSA: Exempt**

**Represented: No**

Classification descriptions are intended to present a descriptive list of duties performed by employees in this class. Classification descriptions are not intended to reflect all duties performed within the job.

**GENERAL FUNCTION:** This is management level work in planning, organizing and coordinating the activities, budget and personnel for the Equipment Rental and Revolving Division of the Planning and Public Works Department. Work involves managing all operations of the Division to assure the efficient and timely maintenance and replacement of Division vehicles and construction and maintenance equipment and the development of adequate rental rates to cover maintenance, operation and replacement costs and includes overseeing underground fueling facilities located at County sites.

### **ESSENTIAL FUNCTIONS:**

- Manage operations of the Equipment Rental and Revolving Division to achieve goals within budgeted funds and available personnel; review progress, direct changes in priorities and schedule as needed to assure work is performed in a timely and efficient manner according to appropriate guidelines, procedures, and legal regulations.
- Develop and write specifications for vehicle, heavy road construction equipment, road construction materials and sign manufacturing materials purchased by the ER&R fund; obtain quotes, and recommend awarding of purchase agreement; inspect all purchased vehicles and equipment for compliance with specifications and determine acceptance or non-acceptance of same.
- Oversee the operation of the County's mechanical shops; direct equipment maintenance and repair, security, proper storage and inventory management of supplies, materials, tools, vehicles and equipment for the division.
- Direct the establishment of quality control guidelines and control and monitor performance standards.
- Direct the establishment of a basic operation and maintenance training program for the Planning and Public Works Department (in cooperation with the Road Maintenance Division).
- Manage operation of the County's Fuel Supply Section; direct fuel purchasing, fuel site maintenance and security; aid in the design of fuel stations.
- Manage the computerized equipment management system, responsible for the division's LAN system hardware and software, remaining current on latest technology.
- Provide planning leadership and direction and develop short and long-range plans, goals, and objectives for assigned operations; prepare annual and longer term projections of equipment purchases and costs for all ER&R Fund user departments; review and update annual and five-year plans; coordinate division activities with other County departments.
- Calculate rental rates for all ER&R vehicles, equipment and services to assure adequate coverage of maintenance, operation and replacement costs; coordinate charge-back to corresponding user departments.
- Prepare and justify division budget based on staffing and resource requirements, cost estimates, division objectives and departmental goals; monitor and document division expenditures.
- Maintain effective communication with county departments and staff to facilitate and ensure adherence to policies and procedures.

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**ESSENTIAL FUNCTIONS: (continued)**

- Supervise and coordinate activities of a designated unit; determine work procedures, prepare work schedules and determine methods for expediting workflow; assign, review and approve the work of subordinate staff.
- Investigate grievances involving subordinates and recommend resolution; recommend promotional and disciplinary actions; approve leave requests, and overtime; assure adequate coverage during staff absences.
- Conduct performance evaluations and develop performance measures and standards.
- Provide for the training and motivation of subordinates in order to make full use of individual capabilities and to meet changing system demands.
- Determine equipment to surplus, submit resolutions, and prepare details for public auction.
- Establish and implement policies, procedures, and standards for the efficient, safe, and effective operation and maintenance of assigned functions.
- Analyze and recommend improvements to existing facilities, equipment and operating systems of the division; remain current on and analyze feasibility of use of the latest types of equipment and vehicles available and advise user departments accordingly.
- Direct the development and maintenance of systems and records that provide for the proper evaluation, control and documentation of assigned operations.
- Direct the resolution of inquiries, problems, complaints, or emergencies affecting availability or quality of services; respond to the most sensitive or complex inquiries or service complaints.
- Effectively persuade, inform, educate, train, solicit information, motivate and direct a wide variety of individuals or groups.
- Establish and maintain effective working relationships with County officials, employees and the general public.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours.
- Meet travel requirements of the position.
- Perform the physical requirements of the position; work within the established working conditions of the position.
- Work a flexible schedule, which may include evenings, weekends, holidays and overtime.

**OTHER JOB FUNCTIONS:**

- Perform other duties as assigned.
- Assure current vehicle titling and licensing.

**SUPERVISION EXERCISED AND RECEIVED:** This job classification supervises and manages the Equipment Services Division. Work assignments are received with little or no instruction and require the selection of a course of action and resolution of complex or unique problems with considerable latitude for independent judgment to develop procedures, systems and establish priorities working within the framework of established administrative guidelines. Work is reviewed by the Planning and Public Works Director for compliance with established policies and objectives and is evaluated through reports, conferences, and the results obtained.

**WORKING ENVIRONMENT:** The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions. Work is performed in an office environment and in a maintenance shop location.

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**PHYSICAL REQUIREMENTS:** The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the position. Physical requirements include: finger dexterity in order to use and operate a personal computer and related office equipment; eye sight sufficient to read and interpret equipment operations manuals, policies and procedures, and to inspect vehicles and equipment; hand, arm, foot, and leg dexterity in order to operate equipment hand and foot pedals, and lifting equipment, tools, and materials weighing up to forty pounds. Driving skills in order to meet the travel requirements of the position are required. Verbal and written communication skills are required.

**KNOWLEDGE, SKILLS AND ABILITIES:**

**Knowledge of:**

- Principles and practices of public administration, organization and personnel management.
- Principles and practices of effective supervision.
- Principles, techniques and procedures of fleet management (rental functions, equipment and parts inventory, equipment replacement schedules, preventative maintenance, shop functions and procedures.
- Tools, methods and materials commonly used in mechanical maintenance.
- Management and supervisory principles and practices including program planning, specifications writing, budgeting, direction, coordination, and evaluation.
- Application and interpretation of federal, state and local rules, regulations, codes and ordinances as they relate to area of assignment.
- Safe working procedures and ability to identify hazards.
- Basic mechanical repair and maintenance of all types of heavy-duty and light-duty equipment.

**Skill in:**

- Use and operation of a personal computer, software programs, and spreadsheet.
- Use of independent judgment and effective decision-making in the application of a wide variety of laws, policies and procedures and in effective problem-solving.

**Ability to:**

- Train, assign, evaluate, and supervise the work of a group of subordinates.
- Manage the work of equipment technicians, and administrative support staff and to effectively manage monies and materials.
- Administer effective disciplinary action.
- Develop divisional goals and objectives and perform planning and budgeting functions.
- Analyze situations quickly and objectively and determine a proper course of action; use appropriate independent judgment to make decisions of a technical, management and/or administrative nature in support of Department/County goals and objectives.
- Apply judgment and discretion in resolving problems and interpreting policies and regulations.
- Write specifications for the procurement of equipment and materials.
- Establish and maintain accurate records of assigned activities and operations.
- Understand and follow written and verbal instructions.
- Work effectively and productively with others.
- Communicate effectively verbally and in writing to audiences of various social, cultural, ethnic, educational and economic backgrounds.

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**KNOWLEDGE, SKILLS AND ABILITIES: (continued)**

**Ability to: (continued)**

- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.
- Meet the travel requirements of the position, if any.
- Physically perform the essential job functions of the classification.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with co-workers, other County departments and vendors.

**MINIMUM RECRUITING REQUIREMENTS TO APPLY:** High school graduation or equivalent, and six (6) years of supervisory experience related to fleet management is required. Additional education in public administration, fleet management, purchasing procedures, accounting, supervisory and management techniques, or a closely related field may substitute for the required experience to a maximum of two (2) years.

**SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS:** A Washington State Driver's License is required within thirty days of appointment. A valid Washington State Driver's License with combination endorsement (CDL) is desired. Satisfactory physical condition as determined by a County-approved physician may be required prior to employment.