

RECRUITMENT ANNOUNCEMENT

FLEET SERVICES SPECIALIST \$33,520 ANNUALLY (Minimum depending on qualifications) 40 HOURS PER WEEK (FULL-TIME) W/BENEFITS

Applications and detailed job announcement are available at www.berkeleywv.org or the County Council Office, 400 W. Stephen Street; Suite 201, Martinsburg, WV., 25401, Monday-Friday, 8:00 a.m.- 5:00 p.m. Applications may be returned in person or at fleetspecialist@berkeleywv.org.

**APPLICATIONS WILL BE ACCEPTED IN THE BERKELEY COUNTY COUNCIL OFFICE
UNTIL 5:00 PM, FRIDAY, OCTOBER 28, 2018**

GENERAL DEFINITION OF WORK:

Hands-on position that organizes, monitors and performs a variety of administrative and technical tasks relative to vehicle and equipment maintenance; coordinates the acquisition, dissemination and disposal of the County's vehicle fleet; and provides technical assistance in all matters relating to vehicle maintenance. Supervision and direction is provided by the County Administrator, Deputy County Administrator or their designee.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

1. Establish schedules and methods for providing vehicle and equipment maintenance services; identify resource needs, review needs with appropriate staff; allocate resources accordingly.
2. Develops fleet management goals and objectives, as well as, policies and procedures; participate in the implementation of approved policies and procedures; monitor fleet activities to ensure compliance with established policies and procedures.
3. Provides minor maintenance such as wiper replacement, checking fluid levels, etc.
4. Works with the assigned user departments in determining vehicle maintenance and repair needs.
5. Provides input in the preparation and administration of the fleet services budget; submit budget recommendations; monitors expenditures.
6. Develops, implements and administers a preventative maintenance program for all vehicles and equipment.
7. Maintain vehicle and equipment maintenance records and repair costs.
8. Maintains records concerning operations and programs; prepares reports on operations and activities.
9. Prepares specifications for vehicle and equipment purchases. Works with the appropriate user department and procurement personnel on the developing the necessary Requests-For-Proposals (RFP's).
10. Quantifies annual vehicle maintenance needs and develops the necessary RFP for automotive repair services.
11. Works with outside automotive repair facilities in assessing the need for repairs and determining the most practical and economical approach to accomplishing the repairs.
12. Develops a method to track routine maintenance needs and assures that vehicle maintenance is completed.
13. May supervise community service participants assigned duties associated with fleet cleanliness.
14. Coordinates with outside garages in providing vehicle maintenance services; solicits and negotiates the costs for vehicle maintenance and repairs.
15. Consulting with the user department and outside repair facility determines the need for recommended repairs.

16. Monitors the resale value of equipment and coordinates the sale of vehicles and equipment no longer needed by the County.
17. Responsible for the coordination and supervision of vehicle specific equipment installation to include but not limited to:
 - Emergency lights and relative equipment
 - Emergency communications to include radios, computers and all necessary accessories
 - Emergency video/audio recording equipment
18. Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

1. Principles and practices of vehicle and equipment maintenance and repairs.
2. Principles and practices of fleet management.
3. Basic budgeting principles.
4. Pertinent local, state and federal laws, ordinances and rules that may be applicable.

Ability to:

1. Organize, implement and direct vehicle maintenance operations and activities.
2. Interpret, discuss and negotiate the need for complex vehicle and equipment repairs.
3. Develop a fleet maintenance and repair program
4. Develop cost estimates for vehicle and equipment repairs.
5. Develop and recommend policies and procedures specific to vehicle and equipment maintenance, repairs and replacement.
6. Determine vehicle repair needs and estimate the cost of labor and materials needed to complete the repairs.
7. Work as part of a team and independently to evaluate, prioritize and solve problems and improve processes.
8. Communicate clearly and concisely, both orally and in writing.

EDUCATION AND EXPERIENCE:

1. An associate's degree in Automotive Technology from an accredited two-year college and three years of experience in automotive fleet maintenance that include at least two years as a fleet supervisor/manager
OR
2. Graduation from a Technical High School with course work in vehicle and equipment mechanics and six years experience in automotive fleet maintenance that includes three years as a fleet supervisor/manager
OR
3. Ten years of experience in automotive fleet maintenance, that includes at least five years as a fleet supervisor/manager.

SPECIALIZED TRAINING, LICENSES, OR CERTIFICATION:

1. Master ASE automotive technician certification is highly desirable.

PHYSICAL REQUIREMENTS:

1. Work is primarily indoor. Occasional fieldwork may result in exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, and all types of weather and temperature conditions.
2. Some standing, walking, moving, climbing, bending, kneeling, crawling, twisting, reaching, handling, pushing and pulling.
3. Ability to lift articles up to 50 pounds.

SPECIAL REQUIREMENTS:

1. Possession of a valid driver's license at the time of appointment and throughout employment.
2. Ability to work evenings and weekends as required.

ADDITIONAL INFORMATION FOR APPLICANTS

APPLICATION FOR THIS RECRUITMENT:

All applications for vacancies with Berkeley County Government must be submitted to the Berkeley County Council Office, 400 West Stephen Street, Suite 201, Martinsburg, WV, 25401 on or before the date specified on the front of this announcement. An application may be rejected if it is not complete or is received after the specified closing date (we do honor post-mark date on applications submitted by postal mail). Each applicant will be notified by mail regarding the selection process. Berkeley County does not reimburse travel expenses incurred to attend a scheduled interview.

EXAMINATION PROCEDURE:

The kind of examination/screening for positions announced will vary with each position and may include:

- an evaluation of training and experience
- personal and/or group interview
- written and/or spoken examination(s)
- performance test(s)
- a background investigation
- a physical examination*and
- a drug test*.

*These examinations are administered after offer of employment.

PROBATIONARY PERIOD:

Berkeley County is an “At-Will” employer. However, new employees normally serve a probationary period of six (6) months before attaining regular status. The length of the probationary period may vary depending on the position and may be extended depending on performance. The probationary period is considered part of the examination process to determine the employees fitness for the position in which he/she was placed.

COMPENSATION:

Berkeley County employees are paid two (2) times per month. A new employee ordinarily starts work at the rate specified in this announcement. The Berkeley County Council reviews compensation increases as part of the normal budget preparation process and makes the appropriate compensation adjustments at the beginning of the fiscal year (July 1).

ANNUAL LEAVE, SICK LEAVE AND HOLIDAYS:

(the following is unavailable for part-time and temporary positions)

- Employees earn 1.50 days of sick leave per month/18 days annually with unlimited accumulation.
- Berkeley County observes 12 paid holidays per year and Primary and General Election Days as they occur.
- Employees accumulate annual leave according to the following schedule:

<u>Years of Service</u>	<u>Days Per Month</u>	<u>Days Per Year</u>
0 – 5 years	1.25 days	15 days
5 – 10 years	1.50 days	18 days
10 – 15 years	1.75 days	21 days
15 years plus	2.00 days	24 days

HEALTH, RETIREMENT & MISCELLANEOUS BENEFITS:

(benefits are available only to full-time employees)

- Regular full-time employees are required to participate in the West Virginia Public Employee Retirement Plan
- Life Insurance is available to full-time employees, their spouse and eligible dependents.
- Regular full-time employees may elect to join the County sponsored health plan which includes medical, hospitalization, major medical, vision, dental, and prescription drug coverage. The County may pay up to 100% of the employee costs and the employee pays for any dependent coverage elected.
- A deferred compensation program is available.
- Direct deposit is available to any banking institution designated by the employee.

BERKELEY COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER