



PULASKI COUNTY

invites applications from current County Employees and the
General Public for the position of:

YARD/SHOP SUPERINTENDENT

Department: Road and Bridge
Starting Salary Range: \$49,223 – 59,379
Position Number: 006
FLSA Status: Non-Exempt position, eligible for overtime
Safety Sensitive Designation: This position is designated as safety sensitive and is subject to random drug and alcohol screening.
Opening Date: 4/02/21 **Closing Date:** 4/08/21 at 5:00 PM

JOB SUMMARY:

Responsible for the direction of the service and repair on all Pulaski County vehicles and heavy equipment, purchase of Public Works heavy equipment, and maintenance of Road & Bridge Facility.

ESSENTIAL JOB FUNCTIONS:

- Coordinates in-house and outsourced service and repair of all Pulaski County vehicles and heavy equipment as necessary to ensure work is completed in a timely and cost effective manner.
- Directs the repair and replacement of vehicular tires, automotive body repair, and welding performed within the department.
- Supervises the maintenance of the department buildings, grounds, and parking lot.
- Establishes safety policies and procedures; ensures training in and adherence to all workplace safety rules and procedures for staff.
- Implements and monitors a computerized fleet maintenance program for all vehicles and heavy equipment within Pulaski County.
- Prepares weekly reports of maintenance performed for Road & Bridge Director.
- Assists the Director in determining heavy equipment to be purchased and identification of equipment to be sold for salvage.
- Writes the specifications for heavy equipment purchases within Public Works.
- Attends bid meetings to answer vendor questions concerning equipment specifications.
- Inspects new vehicles and equipment purchased for County departments for compliance with specifications.
- Reviews equipment and parts invoices to ensure compliance with contract specifications.
- Maintains the fuel system for County vehicles ensuring the periodic testing and pumping of tanks.
- Obtains quotes on County vehicular repair for insurance purposes; makes arrangements for vehicular repair.
- Supervises the purchase and stocking of parts and supplies for vehicle and equipment repair and for use by road and bridge crews.
- Maintains inventory of all vehicular and departmental keys.
- Ensures the scheduling of training and obtaining of required certifications for employees supervised.
- Remains on call for emergency situations on rotating basis with other superintendents.

SECONDARY DUTIES AND RESPONSIBILITIES:

- Perform other related duties as requested.

PERSONNEL SUPERVISED:

Provides supervision to a staff of 31 including Shop Foreman, Sr. Mechanic, Mechanic, Automotive Body Repair Tech, Equipment Operator, Welders, Parts Clerk, Equipment Service Workers, and Laborers.

PHYSICAL REQUIREMENTS:

Ability to effectively communicate orally.

Digital dexterity necessary to push and pull tools, push buttons, and turn levers.

Visual acuity needed for use of the computer monitor and inspection of vehicles and equipment.

Ability to concentrate for long periods of time.

Ability to work in a constant state of alertness and in a safe manner.

WORKING CONDITIONS:

Work is primarily performed in a smoking restricted office environment. Position must be available to be on call in emergency situations and on a rotating shift basis.

MINIMUM QUALIFICATIONS:

Completion of high school or vocational technical course in Automotive/Equipment Repair and Maintenance; extensive experience in fleet supervision, administration of a fleet maintenance program, or a related area; considerable supervisory experience; or any equivalent combination of experience and training which provides the required skills, knowledge and abilities.

ADDITIONAL REQUIREMENTS:

Must possess or be able to immediately obtain a valid Arkansas Driver's License.

Employment is contingent upon satisfactory completion of pre-employment drug screening and criminal background examination.

PREFERENCES:

None

APPLICATION REQUIREMENTS:

Applications must be filed online at www.pulaskicounty.net.

ACCESSIBILITY NOTICE: If you need a reasonable accommodation for any part of the employment process due to a physical or mental disability, please send an email to humanresources@pulaskicounty.net or call (501) 340-6110.

Please Note: Applications will not be accepted after the close date. A selection will not be made until the close date and the selecting official has received all applications.

April 02, 2021

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