

COOS COUNTY JOB ANNOUNCEMENT

Fleet Service Supervisor Coos County Road Department

\$29.94 - \$34.70 per hour

An Offer of Employment made to the successful applicant for this position will be conditional upon a Criminal Background Check and a DMV Driving History Report being conducted.

Selected applicant must possess a valid driver's license and a class A CDL.

DEPARTMENT: PUBLIC WORKS DEPARTMENT

GENERAL STATEMENT OF DUTIES: Please refer to the attached position description.

APPLICATION PROCEDURE: Coos County Application **REQUIRED**.

Apply to: Coos County Human Resources Department, Courthouse

By mail: 225 N. Adams Street
Coquille, OR 97423

By fax: (541) 396-1012

By email: humanresources@co.coos.or.us

CLOSING DATE: Open Until Filled

****Equal Opportunity Employer****

Posted: Courthouse CHW Building
Email all Coos County Employees
County Website

NOTE: Under provision of the Immigration Reform and Control Act of 1986, Coos County requires that any person hired or rehired to provide evidence of identity and eligibility for employment.

DESCRIPTION OF POSITION

Revision Date: June 16, 2026

1. Current Classification Title: Fleet Service V
2. Working Title: Fleet Supervisor
3. Department: Road Department
4. Pay Grade: 811 Position Is: Full Time <input checked="" type="checkbox"/> Part Time <input type="checkbox"/> Extra Help <input type="checkbox"/> Seasonal <input type="checkbox"/> Other _____ Excluded from Bargaining Unit? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Teamsters #223 Eligible for Overtime? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
5. What is the purpose of this position? <ul style="list-style-type: none">Responsible for oversight, supervision and scheduling of staff for the maintenance, repair and overhauling of all automobiles, equipment, etc. utilized by the county.
6. Essential functions of position: (Reason position exists is to perform these functions.) List duties that must be performed to accomplish the purpose of the position. <ul style="list-style-type: none">Plans, organizes, schedules, supervises and monitors all servicing, repair, maintenance and replacement activities of all department vehicles, and equipment as well as other equipment the County has contracted to service, to assure that vehicles and equipment are well maintained and operating safely, efficiently and effectively.Supervises and evaluates assigned staff; provides direction, coaching and performance feedback. Assists management with personnel matters; provides input regarding employee performance and workplace issues as appropriate.Develops and writes specifications for vehicle and equipment purchases, researching options which best meet defined needs; obtains quotes, and recommends awarding of purchase agreements; inspects all purchased vehicles and equipment for compliance with specifications and determines acceptance or non-acceptance.Solicits and negotiates contract work (involving equipment maintenance) from other agencies and directs the completion of the work, assuring compliance with contract specifications.Administers the disposal of all shop-generated hazardous waste for the County, assuring work is carried out in accordance with legal guidelines and standards.Works with all departments within the county to acquire, maintain and replace all county-owned equipment.Supervises response to all accident and emergency repair calls, going out to the site as necessary. Conducts accident investigations, based on County policy.Inspects work in progress, and upon completion, to equipment, tools, and other areas of responsibility to assure high quality of work and standards of safety are being met and to identify deficiencies and safety hazards; analyzes and recommends improvements to existing facilities, equipment and operating systems of the county.Directs the resolution of inquiries, problems, complaints, or emergencies affecting availability or quality of services.Researches contracts by computer through the State Purchasing System and makes recommendations on purchases.Completes maintenance and repair work on automobiles and equipment within the county fleet.Other duties as assigned.
7. Supervision: <ul style="list-style-type: none">This position is supervised by the Director/Roadmaster and/or Road ForemanThis position exercises supervision over Fleet staff.

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8. Working conditions of position:

- Position will be required to bend, squat, kneel, twist, push, pull, lifting objects frequently that weigh in excess of 50 pounds and standing for long periods of time.
- Must be able to work outdoors in all-weather including extreme cold, heat and windy conditions.
- Regular and consistent attendance is required.
- Normal working hours are from 7am to 5:30pm Monday-Thursday.

9. List required special skills, licenses, certificates, etc:

- CDL Class A
- Flagging Certificate
- Five years of progressively responsible experience in a maintenance shop or any satisfactory equivalent combination of experience and training.
- Thorough knowledge of gas and diesel engines, transmissions, hydraulics, computerized and mechanical systems, and related shop techniques.
- Thorough knowledge of purchasing and inventory control practices and procedures, including depreciation and replacement cost techniques.
- Knowledge of hazards and safety precautions of the mechanical trade and ability to identify and remedy hazards.
- Ability to plan, organize, supervise and evaluate the work of assigned staff.
- Ability to establish and maintain accurate records of assigned activities and operations.
- Establish & maintain effective working relationships with other employees, vendors, contractors and the general public.

10. Is operation of motor vehicle required?

Yes

No

11. List equipment, tools, machines used in performance of duties:

- Shop truck, tire truck, air tools, hand tools, overhead cranes/hoists, computer diagnostic equipment, and forklift.
- Various small tools and equipment.
- Other Road Department vehicles and equipment, as necessary.