Position Title: ER&R Manager  
Date: April 13, 2000

Reports to: County Engineer  
Department: Public Works

FLSA Status: Exempt  
Positions Supervised: Master Mechanic, 2 Mechanics

BASIC FUNCTION: Manages the Equipment Rental & Revolving Fund (ER&R) Program for San Juan County. Directs, supervises and is accountable for ER&R capital planning, budgeting and implementation. This position is responsible for evaluating equipment needs and preparing specifications and bid documents for purchasing equipment. This is a mid-management, supervisory position responsible for overseeing and scheduling the work of personnel performing equipment maintenance on three islands. Supervises and schedules maintenance during emergencies and inclement weather. Manages and maintains County Gravel Pits. Bids and administers contracts for aggregate, asphalt emulsion and dust palliative for use by the Road Department. Directs and supervises shop and yard improvements and maintenance on six Islands. Interacts with the Board of County Commissioners, elected officials, department heads and general public. Work is performed independently under the direction of the Public Works Director.

MINIMUM QUALIFICATIONS: An AA degree, including coursework in management principles, and 6 years of experience maintaining equipment, with at least one year supervisory experience: OR any combination of education, training and experience which provides the applicant with the knowledge, skills and abilities to perform the essential functions of the job. Word processing and spreadsheet experience required. Must have a valid Washington State driver’s license.

KNOWLEDGE OF:
Preparing and Administering Budgets
Diagnostic test Equipment
Standard methods, tools, equipment and technology of automotive and diesel mechanic trade
Mechanical principles
Occupational hazards and safety precautions of the mechanical trade
Ability to locate, diagnose, and repair mechanical malfunctions in gas and diesel powered vehicles and equipment.
Gravel Pit Operation & Maintenance
Shop Building Maintenance
Bidding Procedures and Contract Administration

PRINCIPAL DUTIES - Asterisk designates essential function:

*1. Supervises mechanics in the repair and maintenance of over 100 pieces of ER&R equipment. Directs work of operators performing equipment maintenance.

*2. Plans, organizes, and evaluates equipment maintenance and purchasing programs; revises if necessary or initiates new programs to increase efficiency and/or lower costs.
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*3. Explores, considers, and recommends the expansion of ER & R fleet to include other equipment such as sheriff's vehicles.

*4. Develops and administers the ER & R budget.

*5. Prepares bid specifications for the purchase of equipment and material. Evaluates bids and makes recommendations regarding the award of bids and administers contracts.

*6. Establishes criteria for replacing equipment, including justification for the purchase of new equipment.

*7. Coordinates with other Public Works division managers regarding the use of ER&R equipment. Consults with department heads, Public Works division managers and Public Works Director in the establishment of equipment use policies.

*8. Responds to inquiries and requests from other departments, agencies and the general public by providing information, advice, or assistance. Deals directly with Board of County Commissioners on equipment issues.

*9. Staffs division for best efficiency of operation. Recruits, selects, trains, and evaluates staff. Resolves disputes among staff, and takes appropriate disciplinary action when necessary.

*10. Supervises the Public Works gravel pit operation and maintenance.

*11. Supervises the maintenance of shops and yards.

*12. When necessary, directs the work of equipment operators operating equipment at gravel pits at shops and yards.

*13. Acts within the scope of his or her responsibilities, working as a public employee and municipal officer with courtesy and professionalism, and adhering to the highest standard of ethics in accordance with RCW 42.52.

14. Performs other related duties as assigned.

PHYSICAL AND MENTAL REQUIREMENTS: Must be able to receive and understand written and oral communication and give written and oral instructions. Position requires the ability to do mathematical calculation for budgeting and analysis. Requires frequent sitting, standing and walking. Ability to lift up to 50 lbs. and frequently carry objects with both hands and arms. This position frequently requires continuous hand and finger movement. Must have the ability to bend, stoop, climb, sit, work at heights, walk on uneven terrain and work on road construction and building sites. Requires visual acuity at 20 inches or less. Hearing acuity for speech discrimination. Ability to communicate orally and to receive and understand written and oral communication and give written and oral instruction. Requires the agility to get in and out of a 4-wheel drive, high profile pickup truck. Requires good hearing and eyesight for distance, depth perception, and color discrimination.

EQUIPMENT REQUIREMENTS:

<table>
<thead>
<tr>
<th>Equipment/Tool</th>
<th>No. of Hours</th>
<th>Frequency of use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer</td>
<td>4</td>
<td>x</td>
</tr>
<tr>
<td>Camera, video camera</td>
<td>.5</td>
<td></td>
</tr>
<tr>
<td>Motor Vehicle</td>
<td>1</td>
<td>x</td>
</tr>
<tr>
<td>Radio</td>
<td>.5</td>
<td>x</td>
</tr>
<tr>
<td>Telephone / Fax</td>
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<td>x</td>
</tr>
<tr>
<td>Copy machine</td>
<td>.5</td>
<td>x</td>
</tr>
<tr>
<td>Boat</td>
<td>3</td>
<td>x</td>
</tr>
</tbody>
</table>

WORKING CONDITIONS: About 75% of the time work is performed in an office environment. Some travel out of county is required. Safety issues include working in a shop environment with chemicals, hoists and toxic fumes. Travel required between islands by small boat and airplane. Will require field work reviewing mechanical breakdowns and accidents. This position requires occasional non-standard work hours to schedule maintenance during emergencies and inclement weather.