

QUALITY ASSURANCE & SAFETY SPECIALIST

DEFINITION

Performs quality control activities for the Fleet Services Division, specifically in the areas of vehicle and heavy equipment maintenance and repair. Conducts initial assessment of mechanical problems and provides technical assistance to Fleet Services technical staff. Communicates with staff and customers throughout repair/maintenance process; monitors repair status and helps to resolve issues that may arise. Assists in identifying maintenance deficiencies and recommends training and/or process modifications. Helps to ensure safety of Fleet Services shop and field environments.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from Supervisory and/or Management staff.

May exercise technical and functional supervision over Fleet Services technical staff.

EXAMPLES OF DUTIES - Duties may include, but are not limited to the following:

Performs quality control inspections and tests of mechanical repairs to fleet vehicles and equipment in compliance with industry standards.

Identifies trends or systematic maintenance deficiencies and/or failures and recommends appropriate corrections and modifications.

Documents quality control activities and prepares reports as necessary.

As appropriate, identifies quality control problems and recommends corrections.

Provides technical assistance to Fleet Services technical staff.

May occasionally perform mechanical repairs.

Researches requested information.

Prepares initial work orders and makes preliminary diagnoses of the mechanical problem(s).

Assists in scheduling maintenance and repairs as needed.

Effectively responds to concerns from internal and external customers, and Fleet Services technical staff.

LANE COUNTY

Quality Assurance & Safety Specialist (continued)

EXAMPLES OF DUTIES (con't):

Monitors repairs being made in Fleet shops, and communicates repair and maintenance-related information to Fleet Services technical staff .

Communicates with internal customers regarding repair/maintenance status.

Conducts research of disputed vendor billings.

Participates in problem solving meetings with vendors regarding disputed billings.

Inspects shop area for safety problems or hazards.

Monitors shop housekeeping.

Recommends changes to Fleet Services work safety environment and safety practices as necessary.

Attends monthly Public Works Safety Committee meetings on behalf of the Fleet Services Division.

Identifies skills and knowledge needs of Fleet Services technical staff, and recommends appropriate training.

Participates in or leads accident investigations.

Picks up and delivers vehicles or equipment being repaired at local dealers.

Assists Fleet Services Purchasing with parts acquisition.

Other duties as assigned by Supervisory and/or Management staff.

MINIMUM QUALIFICATIONS

Knowledge of:

Standard methods, tools and materials used in maintaining, repairing and overhauling automobiles and trucks or heavy equipment.

Principles of internal combustion.

Diesel engines and their components.

Use of testing and diagnostic equipment such as engine and emission analyzer.

Use of hydraulic testing equipment.

LANE COUNTY

Quality Assurance & Safety Specialist (continued)

Knowledge of (con't):

Standard methods, tools and materials used in machine work.

Use of welding equipment and lathes.

Safety practices related to mechanical work both in the shop and in the field.

Computers and personal computer systems.

Recordkeeping.

Ability to:

Apply technical knowledge and abilities in problem solving.

Effectively communicate verbally and in e-mail, phone and radio formats.

Prepare clear documentation and reports.

Prioritize work to meet established deadlines.

Interpret and explain division policies and procedures as necessary.

Conduct research.

Operate computerized and electronic diagnostic equipment.

Evaluate, make decisions and take appropriate action.

Diagnose complex vehicle and equipment problems.

Perform mechanical repairs as needed.

Operate vehicles or heavy equipment for diagnostic or testing purposes.

Interpret technical information, including schematics, both electrical and hydraulic.

Observe and assess operational and technical policy and procedures.

Perform basic mathematical computations for fabrication and work layout.

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Quality Assurance & Safety Specialist (continued)

Ability to (con't):

Establish and maintain effective relationships with those encountered in the course of work.

Understand and follow oral and written instructions.

Operate a computer to input and retrieve data.

Experience and Training

Training:

Equivalent to the completion of the twelfth grade supplemented by completion of a two-year training program/apprenticeship in automotive or heavy equipment mechanics.

Experience:

Five years of responsible experience as an automotive or heavy equipment mechanic.

An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.

Special Requirements:

Possession of a valid Oregon Driver's License at time of appointment.

Possession of a valid Class A CDL within 30 days of appointment.

Ability to obtain appropriate CDL endorsements as necessary.

Established per Board Order 10-5-5-5.