

The City of Port St. Joe is accepting applications for the following position: Chief PIM (Parts-Inventory- Maintenance) Officer. Position shall be open until filled. Salary: DOQ. Please submit an application to The City of Port St. Joe, Attn: Charlotte Pierce, P. O. Box 278, Port St. Joe, FL 32457. Applications and a full job description can be found on our web site, [cityofportstjoe.com](http://cityofportstjoe.com). If you have any questions, please contact Charlotte Pierce, Human Resource Officer, at (850) 229-8261. The City of Port St. Joe is an Equal Opportunity/Affirmative Action Employer and a Drug Free Workplace.

# CITY OF PORT ST JOE

## *JOB DESCRIPTION*

---

### **CHIEF PIM OFFICER**

(Chief Parts-Inventory-Maintenance Officer)

---

**DEPARTMENT:** PUBLIC WORKS – FLEET MAINTENANCE

#### **GENERAL DESCRIPTION:**

Responsible for all fleet maintenance activities. Schedules repairs and ensures that the preventative maintenance schedule is followed. Skilled work in the general and major repair of cars, trucks, heavy equipment, hydraulics and other City equipment.

#### **ESSENTIAL JOB FUNCTIONS:**

1. Supervises all fleet maintenance activities.
2. Performs mechanical and service work on all City vehicles, trucks and other equipment such as: front ends; four wheel brake job; tire replacement/repair; electrical repair; tune-ups; carburetors/FI repairs; drive train repairs; diesel repair/service, etc.
3. Repairs parts on vehicles and equipment.
4. Performs maintenance and repairs on hydraulic and electrical systems.
5. Repairs heavy equipment and performs routine preventative maintenance.
6. Responsible for ordering required parts and items necessary for repairs.
7. Prepares reports and budgetary numbers as required.
8. Responsible for inventory control and proper departmental repair reporting.
9. Recommends fleet needs and/or concerns to the Public Works Director.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

#### **MINIMUM QUALIFICATIONS:**

##### **KNOWLEDGE, ABILITIES AND SKILLS:**

Knowledge of construction, assembly, adjustment and maintenance of a wide variety of automotive, truck and equipment. Knowledge of all types of shop tools. Ability to follow directions and have a mechanical aptitude. Ability to repair diesel motors and pumps. Ability to diagnosis the defects of worn or broken parts on engines. Ability to perform tune-ups; electrical, brake, air conditioning, cooling system, exhaust system repairs; front end and clutch repairs; pumps and related equipment maintenance. Skill in applying methods and techniques in the use of automotive or diesel repairs.

##### **EDUCATION AND EXPERIENCE:**

High school graduation or possession of an acceptable equivalency diploma. At least ten (10) years mechanical experience in the automotive/truck repair. Ten (10) years experience in the mechanical field and two years supervisory experience. Must be proficient in the operation of personal computers.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

**ESSENTIAL PHYSICAL SKILLS:**

Acceptable eyesight (with or without correction).  
Acceptable hearing (with or without hearing aid).  
Heavy (45 pounds and over) lifting and carrying.  
Reaching.  
Climbing.  
Distinguish colors.  
Pulling.  
Pushing.  
Walking.  
Standing.  
Crawling.  
Kneeling.  
Bending.  
Balancing.  
Stooping.  
Driving.  
Equipment Operation.

**ENVIRONMENTAL CONDITIONS:**

Works inside.  
Works outside in various weather conditions with: noise, dust, fumes, grease or oils, electrical energy.  
Slippery surfaces.  
With moving objects or vehicles.

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

