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CF 312651

City of Seattle Notice of Appointment

Name: <i>Michael S. Vincent</i>		<input checked="" type="checkbox"/> Executive Appointment <input type="checkbox"/> Reappointment <input type="checkbox"/> Legislative Appointment <input type="checkbox"/> Agency Appointment <input type="checkbox"/> PDA Council <input type="checkbox"/> PDA Constituency
Residential Neighborhood: <i>Haller Lake</i>	Zip Code: <i>98133</i>	Contact Phone No.: <i>(206) 386-4014</i>
Appointed to: <i>Joint Apprenticeship Training Committee</i>		Date of Appointment: <i>January 1, 2013</i>
Authority (Ord., Res.): Ordinance 107790, Resolution 16820		Term of Office: From: <i>Confirmation</i> To: <i>January 1, 2016</i>
Background: <ul style="list-style-type: none">• Served an automotive mechanic apprenticeship in 1975 and received a journeyman card and AA degree in Vehicle Maintenance Technology from SSCC.• Worked in private industry as a mechanic until hired by COS Fleet Services in 1986.• Was a shop steward for local #289 Automotive Machinists, and served as a labor representative on a Joint Crafts Labor negotiations panel.• Promoted to Senior Mechanic, Shop Operations Supervisor and finally Vehicle Maintenance Manager in 2007.• Served on the A&MTCAC off and on since 1992 as both labor and management representatives.• Am currently the management Mentor for the Automotive Mechanic Apprenticeship program with FAS Fleets.• Served on the Washington State Community College Certification board and reviewed qualifications to Lake Washington Voc. Tech in 2010.• Appointed back-up JATC representative for Ken Bailey in 2010.		
Authorizing Signature: 		Name and Title of Officer Making Appointment: <i>Mayor Mike McGinn</i>

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COUNTY CLERK

Name: Michael S. Vincent
Current job title: Vehicle Maintenance Manager
Position applied for: JATC Management Rep for FAS
Date: July 16th, 2012

Work History:

April 1975 Apprentice Auto Mechanic in an independent shop in an independent shop
July 1986 Hired by the City of Seattle as and Auto Mechanic
April 1990 Promoted to Senior Auto Mechanic at Haller Lake nights
July 1992 Served as acting Haller Lake Crew Chief nights for one consecutive year
October 2000 Promoted to SOS bypassing the Crew Chief position
November 2006 Served as Acting VMM for six weeks

April 2007 to present:
Vehicle Maintenance Manager, Fleets Services Division, City of Seattle, Finance and Administrative Services. Reports to the Vehicle Maintenance Director,

Primary responsibilities:

Manage day-to-day vehicle operations of 103 subordinate staff including 5 shop supervisors engaged in the maintenance of over 4100 pieces of widely varied municipal vehicles and equipment in five shop locations. Supervise and evaluate seven directly reporting shop supervisors. Oversee the development of performance measures, strategic training and succession planning, candidate testing and interview processes for employees in multiple job classifications covered by several union agreements. Responsibility for division morale, safety, discipline and early dispute resolution. Develop and coordinate the technical and leadership training of subordinate staff including oversight of the Automotive and Metal Trades Craft Advisory Committee and FAS' acting member on the City of Seattle Joint Apprenticeship Advisory Committee.

Research and ensure the best shop management practices are adopted and followed. Manage shop staffing level and oversee workload management decisions. Assure adherence to union contracts and help mediate contract grievances. Attend property manager tenant meetings and provide plan and policy input. Request and monitor shop facility repairs and improvements. Coordinate small and large tool requests within specified budgets. Manage fund budgets totaling almost \$1M. Oversee management of multiple shop Facility utility bills and permits.

Attend customer user group meetings. Respond to individual and user group customer service needs. Participate in shop and division safety meetings. Collaborate with the Sr. Safety and Health Specialist and Training coordinators on comprehensive employee safety and training programs. Facilitate inter/intra-shop communication and workload coordination. Conduct regular, periodic shop staff and leadership meetings. Approve statutory equipment safety inspections. Attend shop and committee safety meetings. Minimize injuries and time loss. Ensure user equipment safety and quality Control. Serve as a department Emergency Operations Center responder.

Education:

1971 to 1973 Roosevelt High School Graduate
1973 to 1974 Attended U of W (chemistry, math, psychology)
1975 Attended Seattle Central Community College (body shop classes)
1975 to 1979 South Seattle Community College – AA degree in Vehicle Maintenance Technology
1992 Evergreen Community College "The Leading Edge Program" - graduate

Pertinent Certifications:

Awarded Journeyman Mechanic status by WSATC

Pertinent Training:

The Leading Edge; Managing Cultural Diversity; Avoiding Sexual Harassment; Conducting Employee Evaluations; Progressive discipline (corrective action);

Pertinent Achievements:

Served 12 years on the Apprenticeship Committee representing labor, management and as chair
Helped design an improved Apprentice evaluation form
Served as the shop steward and participated in labor negotiations
Managed the revival and upgrading of an Apprenticeship program dormant for three years
Helped resolve workplace discrimination, harassment, employee theft and discharge issues
Crafted and monitored performance improvement plans
Trained, mentored, coached, supervised, evaluated staff including apprentices
Conducted disciplinary actions, fact findings and employee counseling
Effectively dealt with challenges to authority and counseled difficult employees
Re-started attending regular City Light Line Service safety meetings at NSC, and SSC
Initiated and participated in shop dispute interventions
Panelist for ASE Trainer Certification board reviewing Lake Washington Technical College
Served as alternate management representative on Seattle's Joint Apprenticeship Advisory Council
Our Fleet was recognized as the #1 best Fleets in North America

Qualifications:

Over 20 years' experience in Seattle Fleets in virtually every shop, shift and position
Knowledge, understanding and support of department mission, facilities, equipment, customers, administrative and line staff
Understanding of the importance of management unity, consistency and support regarding policy and procedures
Not reluctant to take on or support unpopular positions necessary to further a mission or goal
Understanding, support and participate in workplace safety
Excellent verbal and written communication skills
Ability to compile, analyze and apply data to support decisions
Team player who takes a collaborative approach to decision making
A relentless and contagious positive attitude
Support workplace diversity and environmental stewardship
Ability to maintain confidentiality
Supporter of City policies regarding Race and Social Justice, Creating a Respectful Workplace and Preventing Sexual Harassment

Joint Apprenticeship Training Committee (IATC)

Six members with three year terms: Per Resolution 16820, 29680 and Ordinance 107790

- 3 Appointments from organized labor
- 3 Appointments from City Service
- All appointed by the Mayor and subject to confirmation by City Council

Purpose: To formulate plans for a Program of Joint Apprenticeship Positions in City service and to advise the City Council and Civil Service Commission.

D*	G	Position No.	Name	Appointed	Term Ends	Term #	Position	Appointed By
6	F	1	Karen DeVenaro	July 2, 2012	July 1, 2015	2 nd	Management	Mayor
6	M	2	Marty Yellam	July 2, 2012	July 1, 2015	2 nd	Labor	Mayor
6	F	3	Sarah Miller	January 1, 2013	January 1, 2016	1 st	Management	Mayor
6	M	4	Michael Vincent	January 1, 2013	January 1, 2016	1 st	Management	Mayor
		5	Vacant					
		6	Vacant					
		7						
		8						
		9						

*Diversity

	Men	Women	Vacant	Minority	(1) Asian-American	(2) African-American	(3) Hispanic Latin@	(4) Native-American	(5) Other**	(6) Caucasian
Mayor	2	2	2							4
Council										
Other Bodies										
Total	2	2	2							4

**Other includes diversity in any of the following: race, gender and/or ability