

**Franklin County Board of Commissioners
Classification Specification & Job Description**

<u>CLASSIFICATION TITLE:</u> Director	<u>CLASS NUMBER:</u> 90101	<u>FLSA:</u> Exempt
<u>AGENCY/DIVISION:</u> Fleet Management	<u>JOB TYPE:</u> Full Time, Unclassified	<u>PROBATION PERIOD:</u> N/A
<u>BARGAINING UNIT:</u> Non-Bargaining	<u>PAY GRADE:</u> N24	<u>POSITION CONTROL #:</u> 041000
<u>POSITION LOCATION:</u> 1721 Alum Creek Drive, Columbus, OH 43207	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Deputy County Admin. (011201)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u> Accounting Supervisor (041001) Fleet Operations Superintendent (041002)		

CLASSIFICATION PURPOSE:

The primary purpose of the Director classification is to direct the operations of the department. Prepare department budget. Oversee and monitor revenue and expenditures. Formulate, establish and evaluate department policies. Direct and plan department functions. Prepare and present annual department budget. Manage and monitor expenditures. Establish and address staffing issues. Maintain records.

JOB DUTIES:

Recommend all replacement vehicles for other departments to ensure the vehicle fits the needs of the job, to be fuel efficient, and to have the lowest emission vehicle as possible. Expedite the ordering of vehicles and follows up with the dealership on the expected delivery dates. Contact aftermarket installers for additional equipment for the vehicle to perform the functions necessary for the department that purchases the vehicle. Coordinate the installation of aftermarket equipment. Prepare and presents the annual department budget. Manage the budget to stay within the approved annual budget. Approve the purchase requisitions and spending. Maintain accurate records as to the spending before approval of requisitions and follows up on invoices for accuracy in price quote.

Monitor the fueling system and maintains fuel tank inventories. Order fuel when necessary. Track daily fuel prices and compare to county pricing and the State of Ohio contract price for comparison. Maintain a five-year vehicle replacement schedule for vehicles in the fleet. Assign shop work and performs other daily required work performed by the fleet management supervisor and others during their absences. Enter completed work orders in the fleet system. Notify county employees when their vehicle is due for service. Answer questions from other agencies concerning their fleet. Auction obsolete vehicles. Review vehicle accident files. Summarize accident facts and makes recommendation to Prosecution Attorney’s office for settlement.

Prepare reports and develops spreadsheets for others. Check accident files for accuracy and completion. Answer telephone and citizen questions and complaints when needed. Perform test drives of vehicle for problems and transports vehicles to outside vendors for warranty repairs, outsourced repairs, or installation of aftermarket equipment. Assist mechanics with problems encountered in the shop. Provide additional diagnostic help when problems arise. Perform road tests to assist with diagnostic problems that mechanics cannot resolve. Maintain contact with automotive manufacturers and dealerships and with automotive parts suppliers.

Schedule and approve vehicles for maintenance using the fleet program and online vehicle maintenance scheduler. Attend meetings involving fleet vehicles, alternative vehicles, and alternative fuels. Represent the department at general session. Contact other government agencies. Handle personnel actions and disciplines. Perform payroll functions when needed. Prepare and present vehicle recommendation to departments when replacement vehicles are proved in the annual budget. Maintain regular and predictable attendance.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

MAJOR WORKER CHARACTERISTICS:

Knowledge of budgeting; management; agency policies and procedures; government structure and process; interviewing. Skill in skill trade; equipment operations. Ability to apply principles to solve practical everyday problems; understand practical field of study; define problems, collect data; establish facts and draw valid conclusions; calculate fractions, decimals and percentages; copy records precisely without error; complete routine forms; maintain accurate records; prepare meaningful, concise and accurate reports; prepare and deliver speeches before specialized audiences and general public; work alone on most tasks; answer routine telephone inquiries from public; resolve complaints from angry citizens and government officials.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Any equivalent combination of relevant training and experience including but not limited to: Bachelor’s degree in accounting, business,
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or related field with five (5) years of automotive repair or related experience.

Additional Requirements

Required to maintain valid Ohio driver's license.

Supervisory Responsibilities

Ability to assign, review, plan, and coordinate the work of other employee, to provide instruction to other employees, to maintain department standards, to recommend the discipline or discharge of other employees, and to act on employee problems.

UNUSUAL WORKING CONDITIONS:

May be required to wear personal protective equipment (PPE) to perform duties. This is an unclassified position that serves at the pleasure of the Board of Commissioners.

Acknowledgement of Receipt:

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

Employee Name

Employee Signature

Date