

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

<u>CLASSIFICATION TITLE:</u> Fleet Management Coordinator	<u>CLASS NUMBER:</u> 30053	<u>FLSA:</u> Exempt
<u>AGENCY/DIVISION:</u> Fleet Management	<u>JOB TYPE:</u> Full Time, Classified	<u>PROBATION PERIOD:</u> 180
<u>BARGAINING UNIT:</u> Non-Bargaining	<u>PAY GRADE:</u> N14	<u>POSITION CONTROL #:</u> 041013
<u>POSITION LOCATION:</u> 1721 Alum Creek Drive, Columbus, OH 43207	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 7:00 AM – 4:00 PM	<u>SUPERVISOR (PCN):</u> Fleet Operations Superintendent 041002
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		

CLASSIFICATION PURPOSE:

The primary purpose of the Fleet Management Coordinator classification is to ensure the department operates smoothly; to set the priority of repairs; to provide advanced technical expertise in repair automotive repairs; and educate staff on the repair and maintenance of the hybrid electric vehicles.

JOB DUTIES:

Maintain accurate records within the fleet database. Prepare work orders with necessary preventative maintenance repairs for mechanics. Assign jobs to mechanics. Arrange for outside repair if not feasible for facility to perform the work. Maintain and coordinate parts inventory at proper levels with appropriate parts. Order parts when needed and complete inventory verification when needed. Complete annual inventory and reconcile with computer. Maintain shop supplies as needed. Schedule vehicle service appointments. Prepare reports of vehicle service issues and contact appropriate person. Transport and test drive vehicles. Communicate with patrol supervision to exchange vehicle information and works to ensure ample cruisers on the street. Monitor online appointment schedule and approves as needed. Communicate with customers about their concerns, issues, or complaints. Arrange for repairs as deemed necessary.

Conduct and coordinate mechanic training. Provide and keep up-to-date on hybrid technology and the repairs of all alternative fueled vehicles. Train and instruct staff on advanced skilled repairs such as transmission, engine, electrical, etc.

Answer breakdown and/or accident calls. Ensure shop equipment in working condition. Update software on scan tools, when necessary. Arrange for maintenance of shop equipment. Keep current on condition of equipment and submit a request for replacement when deem necessary. Maintain working relationships with necessary warranty dealerships and factory representatives and contact and communicate with vendors. Answer telephone and performs duties of others necessary to maintain standards of operation. Assist the Superintendent with online auction preparation process. Serve as back up to the Superintendent, in their absence. 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 inventory control; safety practices; employee training and development; human relations. Skill in skilled trade; equipment operation. Ability to deal with some abstract, but mostly concrete variables; deal with problems involving several variables in familiar context; apply principles to solve practical, everyday problems; define problems, collect data, establish facts and draw valid conclusions; calculate fractions, decimals and percentages; comprehend simple sentences with common vocabulary; complete routine forms; recognize safety warnings; maintain accurate records; make appointments; prepare meaningful, concise and accurate reports; use proper research methods in gathering data; gather, collate and classify information about data, people or things; answer routine telephone inquiries from public; handle sensitive inquiries from and contact with officials and general public; demonstrate physical fitness; demonstrate agility. Ability to lift 70 lbs.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Any equivalent combination of relevant training and experience including but not limited to: High School diploma or GED, supplemented by vocational/technical training in automotive mechanics and seven (7) years experience in automotive maintenance and repair.

Additional Requirements

Required to maintain a valid Ohio driver's license. Master ASE Certification and Hybrid certification.

Supervisory Responsibilities

Ability to assign, review, plan, and coordinate the work of other employee, to provide instruction to other employees, to maintain department standards.

UNUSUAL WORKING CONDITIONS:

May be required to wear personal protective equipment (PPE) to perform duties. May work in adverse weather conditions.

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