

**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> N18	<u>POSITION CONTROL #:</u> 020047
<u>POSITION LOCATION:</u> 1721 Alum Creek Drive, Columbus, OH 43207	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 6:30 AM – 3:30 PM	<u>SUPERVISOR (PCN):</u> Fleet Operations Superintendent 020028
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u> Oil Change Technician (020035)		

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 county vehicles.

JOB DUTIES:

Supervise and direct operational units and various staff. Ensure adequate staffing levels, approve leave requests, and review and submit time sheets. Recommend and implement staff training, conduct employee performance appraisals, recommend disciplinary actions, and assist in interviews for vacant positions, as needed.

Maintain accurate records within the fleet database. Prepare work orders with necessary preventative maintenance repairs for mechanics. Assign jobs to mechanics. Arrange Coordinate with the Mechanical & Maintenance Manager 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. 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. Schedule vehicle service appointments, monitor online appointment schedule and approve as needed. Communicate with customers about their concerns, issues, or complaints. Perform vehicle repairs or arrange for repairs as deemed necessary.

Conduct and coordinate oil change technician, mechanic, and other related training. Provide and keep up-to-date on all vehicle technology including hybrid technology and the repairs of all alternative fueled vehicles. Train and instruct staff on advanced skilled repairs such as transmission, engine, electrical, etc. Train new mechanics on the basics and progress them to more complicated and skilled repairs. Establish individual training plans for each technician and track their progress. Identify hurdles and issues and craft or recommend alternative training methods to keep each technician progressing.

Answer breakdown and/or accident calls. Ensure shop equipment in working condition. Coordinate with the Mechanical & Maintenance Manager to update software on scan tools, when necessary. Keep current on condition of equipment and submit a request for replacement when deem necessary. Answer telephone and performs duties of others necessary to maintain standards of operation. Serve as back up to the Superintendent and Mechanical and Maintenance Manager 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; workforce planning, employee training and development; human relations; supervision; agency policies and procedures; government structure and process. 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; add, subtract, multiply and divide whole numbers; calculate fractions, decimals and percentages; 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: Associate degree in automotive technology, or related field with five (5) years of progressively responsible experience in automotive service and repair or related experience. Possess and maintain high level certifications in various areas of automotive repair, including Hybrid and/or alternative fuel systems.

Additional Requirements

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

Supervisory Responsibilities

Ability to assign, review, plan, and coordinate work; provide instructions to employees while maintaining established department standards; recommend discipline or discharge; to act on employee issues; to recommend the transfer and promotion of employees.

UNUSUAL WORKING CONDITIONS:

May be required to wear personal protective equipment (PPE) to perform duties. May be exposed to loud noises, extreme odors, and chemicals in the operation of the auto repair shop environment. May be expected to work in extreme adverse weather conditions like rain, snow, cold and heat.

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