

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

<u>CLASSIFICATION TITLE:</u> Fleet Management Supervisor	<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> 041002
<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> Director (041000)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		

CLASSIFICATION PURPOSE:

The primary purpose of the Fleet Management Supervisor classification is to ensure the department operates smoothly; to set the priority of repairs; to review accident claim for accuracy and ensure accident claims are completed in a timely manner.

JOB DUTIES:

Maintain accurate records within the fleet database. Enter work order, fuel transactions, part inventory, etc. Prepare work order with necessary preventative maintenance repairs for mechanics. Assign jobs to mechanics. Arrange for outside repair if not feasible for facility to perform the work. Supervise, discipline and evaluate mechanics productivity. Arrange for mechanic training when available. Maintain parts inventory at proper levels with appropriate parts. Order parts when needed and completes inventory verification when needed. Complete annual inventory and reconciles with computer. Maintain shop supplies as needed. Schedules vehicle service appointments. Calculate dates vehicles will be due for service and ensure staffing levels are adequate.

Prepare reports of vehicle service issues and contact appropriate person. Transport and test drive vehicles. Assist Sheriff's office in purchase of vehicles. Make contact with dealerships. Inspects potential vehicles. Researches value of vehicle and propose to the Sheriff's representative the information for a decision. Requests and tracks spending on purchase orders. 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.

Process invoices with proper coding for payment. Calculate timecards and prepares payroll processing sheet. Participate in the interview process for open positions. Participate in the annual budget process and makes recommendations. Provide historical documentation to assist in making decisions on budget recommendation. 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 submits a request for replacement when deem necessary. Maintain working relationships with necessary warranty dealerships and factory representatives and contact and communicates with vendors. Answer telephone and performs duties of others necessary to maintain standards of operation. Assist with answering citizen complaints and completes process as needed. In the director's absence, represent the department at General Session. Assist the director with online auction preparation and completion by taking pictures, preparing vehicles, assisting buyers by providing information. 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; supervision; 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; interview job applicants effectively; gather, collate and classify information about data, people or things; establish friendly atmosphere as supervisor of work unit; resolve complaints from angry citizens and government officials; answer routine telephone inquiries from public; handle sensitive inquiries from and contact with officials and general public; demonstrate physical fitness; demonstrate agility.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

High School diploma or GED, supplemented by vocational/technical training in automotive mechanics and five (5) years' experience

in automotive maintenance and repair; or any equivalent combination of training and experience.

Additional Requirements

Required to maintain a 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.

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