

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

<b><u>CLASSIFICATION TITLE:</u></b> Fleet Operations Superintendent	<b><u>CLASS NUMBER:</u></b> 30054	<b><u>FLSA:</u></b> Exempt
<b><u>AGENCY/DIVISION:</u></b> Fleet Management	<b><u>JOB TYPE:</u></b> Full Time, Classified	<b><u>PROBATION PERIOD:</u></b> 180
<b><u>BARGAINING UNIT:</u></b> Non-Bargaining	<b><u>PAY GRADE:</u></b> N20	<b><u>POSITION CONTROL #:</u></b> 041002
<b><u>POSITION LOCATION:</u></b> 1721 Alum Creek Drive, Columbus, OH 43207	<b><u>TYPICAL WORK SCHEDULE:</u></b> Monday – Friday 7:00 AM – 4:00 PM	<b><u>SUPERVISOR (PCN):</u></b> Director (041000)
<b><u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u></b> Fleet Management Coordinator 041013; Mechanic 041004, 041006; 041007; Oil Change Technician 041011; Equipment Installer Lead 041009; Equipment Installer Assistant 041003, 041012		

**CLASSIFICATION PURPOSE:**

The primary purpose of the Superintendent, Fleet Operations classification is to provide management and direction for maintenance of the county fleet of vehicles and equipment. Identify, plan, and supervise vehicle and equipment maintenance schedules, activities, environmental standards, and supervise staff.

**JOB DUTIES:**

Oversee and manage day to day operations of Fleet Management. Supervise assigned staff. Establish standards for and monitor employee conduct and work performance. Develop and prepare staffing reports. Recommend changes in policies and procedures and provide interpretation to staff. Provide resources for the use of specialized equipment as needed. Recommend methods of improvement for services in all areas of the fleet. Monitor the fleet facilities environment including lighting, cleanliness, equipment, and safety. Maintain regular observation of vehicles and equipment to ensure conformity with established policies and procedures. Provide leadership and technical assistance to staff and customers. Recommend maintenance standards and fleet safety solutions to director. Maintain customer service communication. 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 management; supervision; safety practices; agency policies and procedures; government structure and process; Skill in equipment operation. Ability to recognize unusual or threatening conditions and take appropriate action; apply principles to solve practical everyday problems; define problems, collect data, establish facts and draw valid conclusions; recognize safety warnings; add, subtract, multiple and divide whole numbers; establish friendly atmosphere as supervisor of work unit; handle sensitive inquiries from and contacts with officials and general public.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Any equivalent combination of relevant training and experience including but not limited to: Associate’s degree in automotive technology or related field with five (5) years of progressively responsible experience in vehicle maintenance and repair or related experience.

**Additional Requirements**

OSHA 10-hour certification.

**Supervisory Responsibilities**

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

**UNUSUAL WORKING CONDITIONS:**

May be required to wear personal protective equipment (PPE) to perform duties. Position may require exposure to inclement weather.

**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.

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Employee Name

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Employee Signature

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Date