

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

<u>CLASSIFICATION TITLE:</u> Mechanical & Maintenance Manager	<u>CLASS NUMBER:</u> 30053.2	<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> 020037
<u>POSITION LOCATION:</u> 1721 Alum Creek Drive, Columbus, OH 43207	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 6:00 AM – 3:00 PM	<u>SUPERVISOR (PCN):</u> Fleet Operations Superintendent (020028)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u> Varies		

CLASSIFICATION PURPOSE:

The primary purpose of the Mechanical & Maintenance Manger classification is to oversee maintenance and service of the assigned county vehicles. Provide operational management and direction.

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.

Oversee and manage vehicle maintenance and repairs. Monitor vehicles for mechanical and safety issues. Schedule and inspect maintenance and repair work to ensure compliance with specifications and safety guidelines. Establish performance standards and conducts audits, verify parts and service invoices for payment. Make recommendations regarding vendors and suppliers. Manage and maintain related documentation and files.

Monitor vehicles to insure performance with established policies and procedures. Provide resources for the use of specialized equipment as needed. Ensure the equipment is updated and in proper working order. Provide leadership and technical assistance to staff and set individual training plans for each technician.

Perform related administrative duties. Develop a scheduling system to ensure proper workflow and customer satisfaction. Provide information on vehicle repairs and plans for preventative maintenance. Recommend changes in policies and procedures and provide interpretation to staff. Recommend methods of improvement for services required in all areas. Recommend maintenance and vehicle safety solutions to supervisor. 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; workforce planning; employee training and development; supervision; safety practices; agency policies and procedures; government structure and process; interviewing. Skill in skilled trade; equipment operation. Ability to apply principles to solve practical everyday problems; understand practical field of study; recognize safety warnings; add, subtract, multiply and divide whole numbers; maintain accurate records; interview job applicants effectively; prepare meaningful, concise and accurate reports; arrange items in numerical or alphabetical order; 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 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.

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