

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

<u>CLASSIFICATION TITLE:</u> Mobile Office Driver, Lead	<u>CLASS NUMBER:</u> 30050.3	<u>FLSA:</u> Non-Exempt
<u>AGENCY/DIVISION:</u> Fleet Management	<u>JOB TYPE:</u> Full Time, Classified	<u>PROBATION PERIOD:</u> 120
<u>BARGAINING UNIT:</u> AFSCME	<u>PAY GRADE:</u> A9	<u>POSITION CONTROL #:</u> Varies
<u>POSITION LOCATION:</u> 1721 Alum Creek Drive, Columbus, OH 43207	<u>TYPICAL WORK SCHEDULE:</u> Varies, including nights and weekends	<u>SUPERVISOR (PCN):</u> Fleet Operations Superintendent (020028)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		

CLASSIFICATION PURPOSE:

The primary purpose of the Mobile Office Driver classification is to drive the county mobile units into the communities served by Franklin County so that citizens can learn about and have access to resources that improve the quality of life for all Franklin County residents; assist in the upkeep of the mobile units, fleet vehicles and the vehicle repair facility.

JOB DUTIES:

Manage the event schedule and assign drivers to each event. Communicate with County agencies that wish to utilize the Mobile Office. Participate in meetings involving the Mobile Office. Organize the route planning in advance to ensure the vehicle can be navigated to and from the scheduled location. Coordinate on site review of each scheduled location.

Drive the mobile office to and from scheduled events. Obey all traffic laws. Conduct pre trip and post trip processes and safety checks completed; report all issues to Management. Perform route planning in advance to ensure the vehicle can be navigated to and from the scheduled location; set up of vehicle upon arrival at the location for Agency to be able to operate. Assist with transportation and set up and tear down of ancillary items to and from events including but not limited to tables, chairs, popup canopies, and other event specific items. Responsible for transport, storage and inventory of items.

Set up the pre-trip and post trip processes and safety checks. Organize the paperwork and processes to maintain documentation history. Troubleshoot any vehicle or vehicle equipment concerns on scene to eliminate any Agency operational issues during the event. Organize all reports and logs for all trips and prepare reports as needed. Manage the inventory and restocking of vehicle material and supplies. Make recommendations for equipment or supplies. Perform minor preventative maintenance items to the vehicle as needed. Schedule maintenance and repairs of the units as needed. Monitor usage of units and plan in advance for out of service dates to not impact events and operations.

Troubleshoot any vehicle or vehicle equipment concerns on scene to eliminate any Agency operational issues during the event. Complete reports and logs for each trip; Take inventory and ensure vehicle materials and supplies are readily available. Perform minor preventative maintenance items to the vehicle as needed.

Assist with in shop duties such as shop upkeep, maintenance, and cleaning (trash, recyclables, etc.); transportation of fleet vehicles to other vendors (dealerships, body shops, etc.); pickup and return of parts to vendors; preparation of vehicles for auction; detailing of vehicles; new car preparation and inspection; stock and inventory parts and supplies.

Direct the assignment of Mobile Office and Fleet Shop duties for the Mobile Office drivers. Work with all divisions of Fleet to assist with projects/trips/tasks. Communicate with Management on projects and event details. Drive the Mobile Office. Would have the duties of the Mobile Office Driver as well. Conduct training and development, make recommendations for training. Participate in the interview process to fill any driver vacancy. 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 safety practices; office practices and procedures. Able to drive and maneuver vehicles including large mobile unit. Skill in office computer software. Able to use software/apps to determine driving routes; able to manage time. Ability to read and navigate a printed map, operate a computer and related software; Ability to work outdoors. Ability to work evenings and weekends. Must present a professional image. (Uniform provided). Ability to work cooperatively with others on group projects. Ability to organize and arrange schedules for multiple staff members. Ability to multitask. Ability to deal with problems involving few variables in familiar context; define problems, collect data, establish facts and draw valid conclusions; add, subtract, multiply and divide whole numbers; recognize safety warnings; complete routine forms; maintain accurate records; understand manuals & verbal instructions, technical in nature; work alone on most tasks; answer routine inquiries.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Must possess a valid Ohio Driver's license with no restrictions due to violations; ability to obtain an Ohio Commercial Driver's license; Physically able to lift and leverage 70 pounds and move objects from one place to another.

Additional Requirements:

Required to maintain current a valid Ohio driver's license.

Supervisory Responsibilities:

None required.

UNUSUAL WORKING CONDITIONS:

May be required to wear personal protective equipment (PPE) to perform duties. Must be able to work a flexible schedule that may include evenings and weekends.

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