

<b><u>CLASSIFICATION TITLE:</u></b> Mobile Office Driver	<b><u>CLASS NUMBER:</u></b> 30050.2	<b><u>FLSA:</u></b> Non-Exempt
<b><u>AGENCY/DIVISION:</u></b> Fleet Management	<b><u>JOB TYPE:</u></b> Full Time, Classified	<b><u>PROBATION PERIOD:</u></b> 120
<b><u>BARGAINING UNIT:</u></b> AFSCME	<b><u>PAY GRADE:</u></b> A6	<b><u>POSITION CONTROL #:</u></b> Varies
<b><u>POSITION LOCATION:</u></b> 1721 Alum Creek Drive, Columbus, OH 43207	<b><u>TYPICAL WORK SCHEDULE:</u></b> Schedule varies and includes some evenings and weekends	<b><u>SUPERVISOR (PCN):</u></b> Fleet Operations Superintendent (020028)
<b><u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u></b>		

**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:**

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.

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.

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. 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 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 leverage 70 pounds.

**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