

STATE OF OHIO (DAS)CLASSIFICATION
SPECIFICATION**CLASSIFICATION SERIES:**

Motor Fleet Coordinator

SERIES NO.:

5214

MAJOR AGENCIES:Transportation, Natural Resources, Mental Health, Developmental
Disabilities, Administrative Services**EFFECTIVE DATE:**

10/04/2015

SERIES PURPOSE:

The purpose of the motor fleet coordinator occupation is to schedule & assign vehicles, arrange for & coordinate repair & maintenance of vehicles.

At the lower level, incumbents coordinate agency's motor pool/fleet program & schedule & assign vehicles to employees.

At the middle level, in central office location only, incumbents coordinate agency's overall statewide motor fleet operations program for all areas (e.g., divisions, districts, institutions, branch &/or regional offices), coordinate, schedule & assign vehicles to employees & assist in developing procedures pertaining to statewide fleet management &/or operations / services.

At the higher level, incumbents supervise lower-level motor fleet coordinators in administration of statewide motor fleet operations.

Note: At the middle level, Motor Fleet Coordinator Specialist, 52142, there is to be only one (1) position per agency.

JOB TITLE

Motor Fleet Coordinator

JOB CODE

52141

PAY GRADE

06

EFFECTIVE

03/26/1990

CLASS CONCEPT:

The full performance level class works under general supervision & requires working knowledge of agency vehicle authorization procedures in order to coordinate agency's motor pool/fleet program & schedule & assign vehicles to employees.

JOB TITLE

Motor Fleet Coordinator Specialist

JOB CODE

52142

PAY GRADE

07

EFFECTIVE

05/05/2002

CLASS CONCEPT:

The advanced level class works under general direction & requires thorough knowledge of agency vehicle authorization procedures in order to, in central office location only, coordinate agency statewide motor fleet operations program for all areas (e.g., divisions; institutions; districts; branch &/or regional offices), coordinate, schedule & assign vehicles to employees, assist in developing procedures pertaining to statewide fleet management, operations & services.

JOB TITLE

Motor Fleet Coordinator Supervisor

JOB CODE

52145

PAY GRADE

10

EFFECTIVE

02/18/1996

CLASS CONCEPT:

The supervisory level class works under general direction & requires thorough knowledge of agency vehicle authorization procedures in order to supervise lower-level motor fleet coordinator &/or other support staff (e.g., storekeeper, delivery workers, equipment operators) in administration of motor fleet operations for assigned institution or central office.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Motor Fleet Coordinator	52141	06	03/26/1990	06

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Coordinates agency or district fleet management/motor pool activities, schedules & assigns vehicles to employees, arranges for & coordinates repair & maintenance of vehicles, inspects vehicles for damage, performs road tests to ensure safety & checks driver's licenses &/or authorizations of drivers.

Prepares & maintains inventory, maintenance, revenue &/or use records; answers telephone &/or reserves vehicles; calculates mileage &/or daily charges for billing purposes; maintains master list of all vehicle data; completes salvage or other forms; washes, cleans, refuels & transports vehicles; obtains titles & registration of vehicles; performs minor vehicle maintenance or repairs; monitors parking lot areas; assists in sale/auction of vehicles/equipment; reviews accident reports.

MAJOR WORKER CHARACTERISTICS:

Knowledge of record keeping/inventory control; basic auto repair or maintenance*; agency vehicle authorization procedures*; fractions, decimals, percentages. Ability to make appointments & schedule vehicles; complete routine forms; work alone on most tasks.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Formal education in arithmetic that includes fractions, decimals & percentages; 1 course or 3 mos. exp. in record keeping/inventory control; valid driver's license.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

May be exposed to dirt, dust or occasional loud noise.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Motor Fleet Coordinator Specialist	52142	06	05/05/2002	07

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

In central office location only, coordinates agency statewide motor fleet operations program for all areas (e.g., divisions; institutions; districts; branch & regional offices), coordinates, schedules & assigns vehicles to employees, assists in developing procedures pertaining to statewide fleet management &/or operations / services, schedules, assigns & monitors vehicle usage, schedules & conducts training classes in use of fleet vehicle usage procedures & answers questions from field staff &/or users regarding fleet vehicle usage & coordinates annual vehicle certification with Department of Administrative Services.

Prepares & maintains inventory, maintenance, revenue &/or use records, reserves vehicles via telephone or e-mail; calculates mileage &/or daily charges for billing purposes; maintains Department master list of all vehicle data; reviews & advises administrator of all vehicle data; reviews & advises administrator on vehicle movement & salvage; prepares forms & reports; obtains titles & registers all vehicles; reviews purchase orders for department vehicle acquisition & disposition; develops preventative maintenance schedule for department fleet vehicles & coordinates repair & maintenance of vehicles & service appointments; inspects vehicles for damage, performs road tests to ensure safety & checks driver's licenses &/or authorization of drivers.

Answers questions relative to use of forms & police accident reports involving agency employees; reviews vehicle accident reports & coordinates subrogation process for all vehicles; identifies vehicles with recalls & notifies divisions of which vehicles are involved; performs minor vehicle maintenance; washes, cleans & transports vehicles; responds to complaints, inquiries &/or correspondence from public &/or governmental offices

MAJOR WORKER CHARACTERISTICS:

Knowledge of employee training & development; record keeping/inventory control; basic auto repair or maintenance; agency vehicle authorization procedures*; calculation of fractions, decimals, percentages. Ability to make appointments & schedule vehicles; complete routine forms; work alone on most tasks.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

2 courses or 6 mos. exp. in record keeping/inventory control; 3 courses or 9 mos. exp. in basic auto repair or maintenance.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

May be exposed to dirt, dust or occasional loud noise.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Motor Fleet Coordinator Supervisor	52145	EX	02/18/1996	10

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Supervises lower-level motor fleet coordinator &/or other support staff (e.g., storekeeper, delivery workers, equipment operators) in administration of motor fleet operations for assigned institution or central office, develops, coordinates & implements policies & procedures pertaining to fleet management &/or other operations/services.

Reviews & advises or makes proposal on purchase of vehicles, asset movement &/or salvage; monitors vehicle usage; coordinates all vehicle recalls; develops preventive maintenance schedule & coordinates service appointments; takes delivery, serves titles & registers all vehicles; coordinates subrogation process for all vehicles.

Investigates vehicle accident reports & coordinates investigations with state insurance providers; inspects & examines state vehicles; reviews & responds to complaints, inquiries &/or correspondence from general public & other governmental offices; prepares & manages transportation budget; prepares & maintains required reports.

MAJOR WORKER CHARACTERISTICS:

Knowledge of supervisory principles & techniques*; employee training & development; record keeping/inventory control; basic auto repair or maintenance; agency vehicle authorization procedures*; calculation of fractions, decimals, percentages. Ability to make appointments & schedule vehicles; complete routine forms; work alone on most tasks.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

3 courses or 9 mos. exp. in record keeping/inventory control; 3 courses or 9 mos. exp. in basic auto repair or maintenance.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

May be exposed to dirt, dust or occasional loud noise.