

STATE OF OHIO (DAS)
CLASSIFICATION
SPECIFICATION

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| <u>CLASSIFICATION SERIES:</u> Motor Fleet Coordinator |
| <u>MAJOR AGENCIES:</u> Transportation, Natural Resources, Mental Health, Mental Retardation & Developmental Disabilities, Administrative Services |

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| <u>SERIES NO.:</u> 5214 |
| <u>EFFECTIVE DATE:</u> 05/05/2002 |

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.

CLASS TITLE:
Motor Fleet Coordinator

CLASS NUMBER:
52141

EFFECTIVE DATE:
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.

CLASS TITLE:
Motor Fleet Coordinator Specialist

CLASS NUMBER:
52142

EFFECTIVE DATE:
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.

CLASS TITLE:
Motor Fleet Coordinator Supervisor

CLASS NUMBER:
52145

EFFECTIVE DATE:
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.

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| CLASS TITLE Motor Fleet Coordinator | CLASS NUMBER: 52141 | BARGAINING UNIT: 06 |
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EFFECTIVE DATE:

03/26/1990

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.

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| CLASS TITLE Motor Fleet Coordinator Specialist | CLASS NUMBER: 52142 | BARGAINING UNIT: 06 |
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EFFECTIVE DATE:

05/05/2002

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.

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| CLASS TITLE Motor Fleet Coordinator Supervisor | CLASS NUMBER: 52145 | BARGAINING UNIT: EX |
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EFFECTIVE DATE

02/18/1996

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.