

STATE OF OHIO (DAS)
CLASSIFICATION
SPECIFICATION

CLASSIFICATION SERIES
General Services Coordinator

SERIES NUMBER
5214AG

MAJOR AGENCIES
Attorney General Only

EFFECTIVE
01/06/2019

SERIES PURPOSE

The purpose of the general services occupation is to provide professional support services to various sections of the Attorney General's Office in order to effectively schedule, assign & maintain agency vehicles; receive, inspect, record & distribute materials, supplies, & equipment & maintain accurate records of all inventoried items; maintain a clean environment in which employees may work; & oversee the performance of unskilled, semi-skilled & skilled maintenance repair work on agency-owned buildings & properties.

At the lower level, incumbents maintain inventory records .

At the higher level, incumbents direct, supervise & enforce agency inventory control procedures; manages entire housekeeping system for agency buildings;

JOB TITLE

General Services Coordinator

JOB CODE

52141AG

PAY GRADE

8

EFFECTIVE

01/06/2019

CLASS CONCEPT

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

JOB TITLE

General Services Supervisor

JOB CODE

52145AG

PAY GRADE

11

EFFECTIVE

01/06/2019

CLASS CONCEPT

The supervisory level class works under general direction & requires thorough knowledge of agency general services operations in order to supervise lower-level coordinators &/or other support staff in administration of agency motor fleet operations; inventory control; custodial/housekeeping procedures; &/or the performance of unskilled, semi-skilled, & skilled maintenance repair workers.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
General Services Coordinator	52141AG	47	01/06/2019	8

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.)

Fleet Coordination Duties:

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. 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; identifies vehicles with recalls & notifies divisions of which vehicles are involved; washes, cleans & transports vehicles; responds to complaints, inquiries &/or correspondence from public &/or governmental offices.

Inventory Control Duties:

Controls & coordinates inventories to include all assets, assigns asset numbers & tags all incoming & current capital assets; verifies accuracy of information on fixed asset ledger by conducting physical inventory, completes forms for administrative services on asset transactions, releases for abandoned property, requests for interchange & disposition of surplus property & continually utilized procedures of inventory control & salvaged disposal. Travels to material & equipment locations & inspects conditions & prospects for further use, transfers usable items, removes obsolete or worn out equipment from inventory through salvage disposal; develops & maintains new computerized inventory control system; takes inventory of chosen areas on regular basis as means of monitoring asset movement; instructs & advises personnel on methods of reporting movements of assets & changes in space utilization within respective area & coordinates & balances warehouse inventory. Coordinates complete inventory of main supply areas on a regular basis of all agency equipment; attends & participates in various material management seminars & related training sessions & meetings when scheduled & performs variety of miscellaneous duties.

MAJOR WORKER CHARACTERISTICS

Knowledge of record keeping/inventory control, including agency policies & procedures & state regulations on inventory control & salvage & surplus disposal*; basic auto repair or maintenance*; agency vehicle authorization procedures*; fractions, decimals, percentages; public relations. Skill in operation of computer. Ability to make appointments & maintain schedules; prepare meaningful, concise & accurate reports; complete & maintain accurate records & routine forms; collate & classify information about data, people, or things; cooperate with others on group projects; lift 25-30 lbs.; work alone on most tasks.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT

Formal education to include h.s. diploma or equivalent; 9 mos. trg. or 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

Requires travel.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
General Services Supervisor	52145AG	EX	01/06/2019	11

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.)

Fleet Management Duties:

Coordinates agency fleet management/motor pool activities; directs lower-level coordinators & oversees the scheduling & assignment of vehicles to employees; 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, reserves vehicles via telephone or e-mail; calculates mileage &/or daily charges for billing purposes; maintains agency master list of all vehicle data; reviews & advises section chief of all vehicle data; obtains titles & registers all vehicles; reviews purchase orders for agency 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.

Custodial/Housekeeping Duties:

Supervises & manages housekeeping program for agency-owned buildings & properties & supervises lower-level custodial/housekeeping staff. Prepares & monitors housekeeping budget, maintains timekeeping records; monitors inventory control; meets with vendors concerning products & custodial equipment; prepared regular reports.

Inventory Control Duties:

Analyzes current operation & system for inventory control & disposal of surplus property for agency in accordance with agency policy & procedures, state statutes &/or federal regulations governing inventory control & salvage & surplus disposal, develops, implements & enforces new &/or improved systems including cost & documentation of development, develops & maintains computerized system for inventory control, surplus property control & issuance of supplies & equipment & supervises assigned staff. Directs inventory control including purchases, distribution & accounting aspects & evaluates results; directs maintenance & operation of warehouse facilities for receipt, storage & disposition or disposal of surplus property; oversees operation of storage & transportation of supplies used by agency. Coordinates activities between &/or with agency regional offices; serves as liaison with vendors; & handles special projects as assigned.

Maintenance Repair Duties:

Supervises, assigns, & directs the work of Maintenance Repair Workers 1, 2 & 3 or other assigned staff in the performance of maintenance repair work. On continuous basis, inspects agency-owned buildings & equipment for needed repairs or replacements. Meets with & directs the work of vendors contracted with to perform specialized work on agency-owned properties & buildings.

MAJOR WORKER CHARACTERISTICS

Knowledge of general services (housekeeping, fleet & inventory control) procedures; employee training & development; supervisory principles/techniques; standards for assigned agency*; inventory control. Ability to define problems, collect data, establish facts & draw valid conclusions; write meaningful, concise & accurate reports; stand, walk & bend to perform inspections; establish friendly atmosphere as manager.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT

24 mos. trg. or 24 mos. exp. as ; 18 mos. trg. or 18 mos. exp. in supervisory principles/techniques; 18 mos. trg. or 18 mos. exp. in inventory control.

-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 some chemicals; may work flexible hours based upon operational need.