



Fleet Service Coordinator/Work Detail Supervisor (2160)

FLSA Status: Non-Exempt (Hourly)

Pay Grade: 17

Safety-Sensitive: Yes

Purpose

The purpose of this classification is to be responsible for the operations and maintenance of all County-owned equipment and vehicles. The Fleet Maintenance Coordinator oversees road service mechanics with all maintenance and repairs, orders parts and manages purchasing cards for the Fleet Maintenance team and oversees all inmate labor assigned to the shop. The Fleet Maintenance Coordinator also is responsible for welding and painting shops.

Primary Responsibility

Provides excellent service, pursues continuous improvement and exceeds expectations.

Typical Duties

Supervises regular and temporary staff: plans, coordinates, assigns and reviews work of individuals and the team; evaluates training needs and provides instruction; schedules staff vacations and approves sick leave; recommends discipline, disciplinary actions, discharge and salary increases; prepares timesheets; interviews candidates; conducts employee performance evaluations; and establishes and promotes employee morale.

Directs, oversees and trains inmates assigned to crew: assigns and reviews work; evaluates training needs and provides instruction; establishes and promotes worker morale and teamwork; ensures security of inmates: picks up inmates for work detail and returns them upon completion of work; oversees work details; and provides security for inmates.

Prioritizes vehicle and equipment repairs: assess what vehicles and equipment are inoperative or in poor working condition; and schedules repairs work.

Diagnoses and evaluates mechanical problems for all vehicles and heavy equipment: diagnoses equipment failures; identifies items and parts needing repair or replacement; and travels to the disabled equipment for diagnosis and repairs.

Assists with welding and mechanical work: provide assistance in welding shop and mechanical shop to speed up turn-around time.

Dispatches operators: dispatches operators for repairs; maintains radio communication; and accompanies operators as situation warrants.

Ensures safety: inspects each repair job after completion; inspects vehicles and equipment to ensure they are safe to operate.

Orders repair parts and supplies: orders all parts needed to complete repairs; orders all chemicals, shop supplies, metal for welding, and welding shop supplies; ensures work orders are filled out and closed when work is complete; and maintains purchasing card and charge account invoices to compare with monthly account summary.

Notifies departments of equipment status: communicates with all department heads about status of repairs and any possible delays; and schedules preventive maintenance services for all trucks in the fleet.

Performs other related duties as required.

Minimum Qualifications

High School Diploma or GED required, supplemented by vocational or technical training in gas and diesel mechanics or a related field; supplemented by two years of experience as an auto mechanic; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid Georgia driver's license. Must possess and maintain Correctional Officer certification.

Performance Aptitudes

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to act as a first-line supervisor, including instructing, assigning and reviewing work, maintaining standards, coordinating activities, and evaluating employee job performance.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools and/or materials requiring complex and/or rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA Compliance

In compliance with the Americans with Disabilities Act (ADA), the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Physical Ability: Tasks require the ability to exert moderate physical effort, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (20-40 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, smoke, temperature and noise extremes, hazardous materials, machinery, vibrations, electric currents, bright/dim lights, and toxic agents.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to make changes at any time without notice.

Created July 2019