

CODE: 4901

**THOMAS COUNTY, GEORGIA
JOB DESCRIPTION**

**JOB TITLE: FLEET SERVICES DIRECTOR
FLEET SERVICES DEPARTMENT**

GENERAL STATEMENT OF JOB

Under limited supervision, performs work to provide a safe and cost-effective fleet of vehicles and equipment for Thomas County Government. Work involves supervising work in the maintenance and repair of all County vehicles and equipment. Advises Departments on the proper care and maintenance of vehicles and equipment. Advises the County Manager on the condition of the fleet and makes recommendations on capital budget funding priorities. Supervises department employees which involves such duties as instructing, assigning and reviewing work, maintaining standards, acting on employee problems, selecting new employees, appraising employee performance, recommending promotions, discipline, termination and salary increases. Reports to County Manager.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

The primary customers of the Fleet Services Department are County employees assigned vehicles and equipment to operate. The Director communicates regularly with customers and assists them in maintaining the Fleet in optimal operating condition. Conducts customer training in the proper daily maintenance and care of assigned vehicles and equipment. Communicates fleet services operating and maintenance procedures to County employees and Departments.

Demonstrates and exercises knowledge in the operation and maintenance of a broad range of essential County vehicles and equipment typically required for providing County services to the community. Prepares the department's annual operating budget requests and manages the approved department budget. Purchases stock and equipment. Attends meetings and training programs. Transports vehicles

Supervises department employees which involves such duties as instructing, assigning and reviewing work, maintaining standards, acting on employee problems, selecting new employees, appraising employee performance; recommending promotions, discipline, termination and salary increases. Plans, organizes, and schedules duties. Trains personnel. Arranges and supervises departmental operations and safety meetings.

Receives and/or reviews various records and reports including department operating budget, vehicle maintenance reports, vehicle maintenance sheets, purchase orders, monthly operation reports, attendance records, and various other records, reports, memos, and correspondence. Prepares and/or generates various records and reports including purchase orders, employee evaluation, accident reports, memos, and all other types of work-related correspondence.

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Evaluates the condition of County vehicles and equipment. Advises the County Manager on priority items for the equipment and vehicle capital budget.

Refers to vehicle maintenance manuals, County purchasing policy, County personnel policies, computer manuals, codes / laws / regulations, publications and reference texts, etc.

Operates vehicles and a variety of office equipment such as computer, printer, fax machine, two-way radio, telephone, etc. Uses hand tools, various County forms, general office supplies, and computer software such as Microsoft Office, etc.

Interacts and communicates with various groups and individuals including County Manager, County Commissioners, sales representative, supervisors in other departments, mechanics, Office Manager, and the general public.

ADDITIONAL JOB FUNCTIONS

Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires a technical or vocational school diploma and 6 to 9 years of fleet maintenance and related services experience; or any combination of training and experience that provides the required knowledge, skills and abilities.

SPECIAL REQUIREMENTS

Possession of a valid Georgia driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of equipment and machinery including computers, calculators, copiers, audio-video playback equipment, automotive diagnostic equipment, hand tools, etc. Must be physically able to operate a variety of motor vehicles. Must be able to exert up to 50 pounds of force occasionally, and/or up to 25 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Requires the ability to climb, reach and/or stretch arms, legs or other parts of the body to grasp objects. Physical requirements are for Medium Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving assignments and/or directions to co-workers or assistants.

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Language Ability: Requires the ability to read correspondence, reports, invoices, manuals, purchase orders, inventory reports, schedules, logs, etc. Requires the ability to prepare reports, purchase orders, forms, etc., using prescribed format. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; and to interpret an extensive variety of technical instructions in mathematical or diagrammatic form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages, including automotive, mechanical and electrical terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; and to determine percentages and decimals.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automotive equipment and machinery.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination and Visual Acuity: Requires the ability to differentiate colors and shades of color, requires the visual acuity to determine depth perception, night vision, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear). Must be able to communicate via telephone.

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