



EFFINGHAM COUNTY BOARD OF COMMISSIONERS

Job Title: Fleet Manager	Job Code: UNK
Reports to: Facilities Maintenance Supervisor	FLSA Status: Non-Exempt
Department: Facilities Maintenance	Approved

Class specifications are intended to present a descriptive list of the range of duties employees perform in the class. Specifications do not reflect all duties performed within the job.

Position Overview:

The Fleet Manager shall coordinate and track all fleet management activities as scheduled.

Principal Duties and Responsibilities (Essential Functions):**

The following duties are typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Ensure assigned vehicles and equipment are in proper working order and available for use, and coordinate replacement when needed.

Data entry is needed for both fleet and facilities maintenance.

Managing vehicle maintenance and servicing schedules to minimize downtime.

Monitoring driver behavior and reporting to the appropriate department head if an issue arises.

Maintaining accurate and detailed records of vehicle inspections and services.

Duties and responsibilities may be added, deleted, or changed at any time at the supervisor's discretion, formally or informally, either verbally or in writing.

Maintains inventory of supplies; reorders as needed.

Tracks and organizes purchase card receipts. Completes monthly purchase card report and submits report and receipts to Finance by due date.



EFFINGHAM COUNTY BOARD OF COMMISSIONERS

Job Title: Fleet Manager	
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Acts as the Records Retention Officer for the County. Catalogs and stores departmental files and ensure record retention guidelines are followed.

Provides reports for utility usage as needed.

Regular and routine attendance at work is required.

Reports to Facilities Maintenance Supervisor.

Additional Duties and Responsibilities:

Excellent verbal and written communication skills.

Proficient in Microsoft Office Suite and/or related software necessary to create and maintain reports and logs.

Excellent organizational skills and attention to detail.

Performs other related duties as assigned.

Minimum Qualifications

High School Diploma or GED, supplemented by one (1) year of previous related experience and training involving administrative/clerical work, customer service, and building maintenance/work order systems or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Driver's License.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. This includes discretion in determining data classification and referencing such analysis to established standards to recognize actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to apply persuasion and influence principles.



EFFINGHAM COUNTY BOARD OF COMMISSIONERS

Job Title: Fleet Manager	
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Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver, and control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires utilizing various reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness, and creativity in situations involving a variety of generally pre-defined duties, which are often characterized by frequent change.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, which may involve some lifting, carrying, pushing, and pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

ADA COMPLIANCE

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds and visual cues or signals, and some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.