



Greenwood County, SC Job Description

FLSA: Exempt	Exemption: Executive (Unique and specific examples may alter this designation. Affected employees will be notified by their supervisors).
Class Title: Fleet Manager	Department: Public Works
Pay Grade: 122	Revised: 7/1/15

General Description

The purpose of this class within the organization is to administer, plan, coordinate, manage, and direct all applicable aspects of a quality Fleet Maintenance Garage and Fleet support program.

This class works independently to plan and direct others with regard to managing and directing fleet operations with minimal supervision according to set procedures, and determines how and when to complete tasks.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

Essential Functions:

Directs and supervises garage employees and coordinates all applicable daily aspects of Fleet Management and associated support programs. Completes performance evaluations and recommends discipline when required for fleet employees.

Monitors vehicle and equipment repairs and oversees preventative maintenance and inspections.

Supervises inventory, invoices and purchase orders for equipment and parts.

Assists in all aspects of vehicle and equipment purchase recommendations.

Evaluates vehicle needs and recommends replacement vehicles.

Drafts and/or reviews vehicle specifications for fleet and emergency vehicles.

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Additional Duties:

Monitors Sheriff's Department impound lot at County Garage and assure records are correct.

Prepares incident reports and repair estimates for vehicle damage claims and serves on Vehicle Collision Review Board.

Secures and prepares title paperwork and insurance for new vehicle acquisitions.

Completes and submits reports for Fleet Management. Assist with yearly budget for fleet garage.

Performs related work as assigned.

Responsibilities, Requirements and Impacts

Data Responsibility:

Data Responsibility refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Coordinates or determines time, place or sequence of operations or activities based on analysis of data or information and may implement and report on operations and activities.

People Responsibility:

People include co-workers, workers in other areas or agencies and the general public.

Supervises or leads others by determining work procedures, assigning duties, maintaining harmonious relations, and promoting efficiency.

Asset Responsibility:

Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.

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Requires responsibility and opportunity for achieving considerable economies and/or preventing considerable losses through the management of a large division or minor department and/or handling of very large amounts of money.

Mathematical Requirements:

Mathematics requires the use of symbols, numbers and formulas to solve mathematical problems.

Uses addition and subtraction, multiplication and division and/or calculates ratios, rates and percents.

Communications Requirements:

Communications involves the ability to read, write, and speak.

Reads journals, manuals and professional publications; speaks informally to groups of co-workers, staff in other organizational agencies, general public, people in other organizations and presents training; composes original reports, training and other written materials, using proper language, punctuation, grammar and style.

Judgment Requirements:

Judgment requirements refer to the frequency and complexity of judgments and decisions given the stability of the work environments, the nature and type of guidance, and the breadth of impact of the judgments and decisions.

Responsible for the actions of others, requiring development of procedures and constant decisions affecting subordinate workers, crime victims, patients, customers, clients or others in the general public; works in a very fluid environment with guidelines, but significant variation.

Complexity of Work:

Complexity addresses the analysis, initiative, ingenuity, concentration and creativity, required by the job and the presence of any unusual pressures present in the job.

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Performs supervisory work involving policy and guidelines, solving both people and work related problems; requires continuous, close attention for accurate results and frequent exposure to unusual pressures.

Impact of Errors:

Impact of errors refers to consequences such as damage to equipment and property, loss of data, exposure of the organization to legal liability, and injury or death for individuals.

The impact of errors is serious – affects most units in organization, and may affect citizens or loss of life and/or damage could occur and probability is likely.

Physical Demands:

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

Equipment Usage:

Equipment usage involves responsibility for materials, machines, tools, equipment, work aids, and products.

Leads or handles machines, tools, equipment or work aids involving moderate latitude for judgment regarding attainment of a standard or in selecting appropriate items.

Unavoidable Hazards:

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

Involves routine and frequent exposure to traffic; moving machinery.

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Safety of Others:

Safety of others refers to the level of responsibility for the safety of others, either inherent in the job or to ensure the safety of the general public. (Does not include safety of subordinates).

Requires responsibility for the safety and health of others and for occasional enforcement of the laws and standards of public health and safety.

Minimum Education and Experience Requirements:

Requires an Associate's Degree or specialized courses/training equivalent to satisfactory completion of two years of vocational training in vehicle repair and maintenance.

Requires six years experience in vehicle and equipment repair and maintenance OR an equivalent combination of education, training and experience.

Special Certifications and Licenses:

Commercial Driver's License
Class A/B underground tank operator certification

Americans with Disabilities Act Compliance

Greenwood County is an Equal Opportunity Employer. ADA requires Greenwood County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

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