100-100U

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
General Services Division

UNIT OR OFFICE
State Printing/Mail Services

POSITION NUMBER 20005565 (12220.0)

JOB CODE TITLE Motor Fleet Coordinator

JOB CODE 52141

☒ State Agency ☐ County Agency ☐ New Position ☒ Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Motor Pool Coordinator

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20005558 (12200.0) Administrator Officer 1

NORMAL WORKING HOURS (Explain unusual or rotating shift)
8:00 a.m. - 5:00 p.m.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
20	Coordinates Department of Administrative Services (DAS) motor pool activities: assigns motor pool vehicles to employees statewide; coordinates repair & maintenance of vehicles; inspects vehicles for damage; monitors underground parking garage & moves vehicles when necessary; performs road tests on vehicles; checks employee drivers licenses;. performs minor maintenance & repairs (e.g., change wiper blades, checks oil level, refills washer fluid, checks air pressure in tires); maintains inventory & usage records; reserves vehicles; calculates mileage & charges for billing purposes; washes , cleans & refuels vehicles.	Knowledge of (1) agency & federal postal regulations & procedures*; (2) record keeping/inventory control; (3) basic auto repair or maintenance*; (4) agency vehicle authorization procedures*. Skill in (5) operation of personal computer associated software & hardware. Ability to (6) complete routine forms or records; (7) make appointments & schedule vehicles; (8) work alone on most tasks.
80	Assists Mail Clerk Screeners with basic routine mail center duties : sorts incoming inter-office & US Postal mail; meters mail if necessary; operates postage machines (e.g., postage scale meter machine) to process (e.g., date stamp) outgoing mail/documents & hand process mail; keeps daily logs by agency on mail pieces metered for quarterly billing purposes; responds to mail center inquiries; assists in deliveries of mail; may assist Administrative Officer & Mail Center Supervisor in other mail center duties (e.g., reporting, logging).	Knowledge of 1, (9) threat assessment procedures; (10) suspicious package profile*; (11) emergency response notification procedures; (12) safety regulations & practices*; (13) fractions, decimals, percentages. Skill in 5, (14) operation of postage machines (e.g., postage scale, meter machine). Ability to 6, (15) sort items into categories according to establish methods; (16) stand, walk or bend continuously; (17) lift, push, pull or otherwise move up to 40 lbs. repeatedly. *developed after employment

List Position Numbers & Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE: Jeffrey Westhoven/cc

DATE: 5/21/08

apd 6-10-08 al