



# Jackson County Board of County Commissioners

## Position Description

<b>Job Title:</b>	Fleet Maintenance/ Inventory Control Supervisor	<b>Reports To:</b>	Road Superintendent
<b>Department:</b>	Road and Bridge	<b>Supervisory (Y or N):</b>	N
<b>Location:</b>	Road and Bridge Facility	<b>Retirement:</b>	Regular Class
<b>Annual Salary:</b>	\$32,377.00 – \$46,319.00	<b>Position Type:</b>	Full-Time

### Job Description

#### ROLE AND RESPONSIBILITIES

Under general supervision, performs duties in the area of purchasing and fleet management for the County Road Department. Work involves negotiating to procure services, supplies, parts and small equipment for the County Road Department at prices and quality standards that best benefit the County. Work also involves receiving, pricing, stocking all receivable merchandise including culvert pipe, bridge materials and tires. The employee will also supervise inmates or other employees in the maintenance of the equipment yard and supply warehouse. Employee is also responsible for managing and maintaining inventories, and general bookkeeping duties associated with acquisition and transfer of supplies and equipment. Other duties will include keeping accurate maintenance and fuel records on all County owned vehicles and heavy equipment. Reports to the Road Superintendent.

#### ESSENTIAL JOB FUNCTIONS

Duties may include, but are not limited to the following:

1. Receives and verifies quantities of all incoming deliveries.
2. Orders and picks up parts.
3. Verifies on hand quantities before placing or allowing orders to be placed.
4. Actively pursues competitive pricing for all items purchased.
5. Prepares monthly fuel billing reports for finance.
6. Maintains an accurate inventory of all Road and Bridge equipment.
7. Keeps up to date maintenance records on all county serviceable equipment.
8. Provides to the Superintendent a monthly inventory of lumber, culvert pipe, operating supplies and batteries. (Due by the Sigil of each month).
9. Performs various clerical functions such as filing and copying.
10. Maintains a well-organized supply room and distributes maintenance items as needed.
11. Supervises one or more inmates in the county yard, to perform maintenance, some construction, and painting as needed.
12. Will be the designated contact person for maintenance work orders on all county departmental vehicles.
13. Compiles and maintains various files and data concerning vendor lists, prices, commodity availability, specifications, and other resource material.
14. Receives ordered supplies and equipment; stocks and prices supply; administers inventory controls of central supply storage; prepares, maintains and reviews stock control records; and determines amount of stock needed to maintain adequate levels.
15. Performs other related work as required.

(These essential job functions are not to be constructed as a complete statement of all duties preformed. Employees will be required to preform other job-related duties as required.)

#### QUALIFICATIONS AND EDUCATION REQUIREMENTS

AA degree or high school diploma and 4 to 5 years of progressively responsible experience in Fleet Maintenance and purchasing; Must be proficient in the use of computers, MS Word, MS Excel, and MS Access, or any equivalent combination of experience and training which provides the required knowledge, skills and abilities. Must have a valid FL driver's license.



# Jackson County Board of County Commissioners

## Position Description

### KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of modern governmental purchasing principles, methods and procedures. Knowledge of modern office practices and procedures.
- Knowledge of the principles of organization and administration.
- Knowledge of the various grades, quality standards, and sources of supply and price trends for a variety of goods and services.
- Knowledge of the current literature, trends and developments in the field of governmental purchasing.
- Ability to use popular computer-driven word processing, spreadsheet and file maintenance programs.
- Ability to work rapidly and accurately with figures.
- Ability to prepare bid specifications for a variety of equipment and services purchased by the County.
- Ability to exercise independent judgment in selecting from. Items available and cost quotations when recommending purchases.
- Ability to maintain accurate inventory and purchasing records and prepare periodic reports from these records.
- Ability to understand and follow oral and written instructions. Ability to communicate effectively orally and in writing.
- Ability to answer inquiries and questions concerning purchasing.
- Ability to exercise tact and courtesy and firmness in frequent contact with vendors. Ability to establish and maintain effective working relationships as necessitated by work assignments.

### ADDITIONAL REQUIREMENTS

**Physical Requirements:** Must be physically able to operate a variety of machinery and equipment including computers, typewriters, copiers, facsimile machines, etc. Requires the ability to exert up to 30 pounds of force occasionally, and/or up to 10 pounds frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are in excess of those for sedentary work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether like 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 receiving instructions, assignments and/or directions from superiors.

**Language Ability:** Requires the ability to read correspondence, reports, forms, etc. Requires the ability to prepare correspondence, forms, labels, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people" with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply rational systems to carry out detailed but uninvolved written or oral instructions; to deal with problems involving a few concrete variables in or from standardized situations.

**Verbal Aptitude:** Requires the ability to record and deliver information, the ability to follow oral and/ or written instructions. Must be able to communicate effectively and efficiently in standard English. Must follow all personal safety instructions and use of personal safety devices that apply to each job function.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract tolls; to multiply and divide; to determine percentages and decimals; lo interpret graphs; and to compute discounts, Interest, profit and loss, and ratios and proportions.

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



# Jackson County Board of County Commissioners

## Position Description

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

**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:** Requires the ability to differentiate between colors and shades of colors.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing calmly under stress and when confronted with persons who are acting under stress. Must be able to perform multiple tasks with simultaneous demands under conditions of stress.

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

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

*This job description is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position. While it is intended to accurately reflect the position activities and requirements, management reserves the right to modify, add, or remove duties and assign other duties as necessary. This job description does not constitute a written or implied contract of employment.*

### For County HR Use Only

Check all that apply:

**Standard Prescreen for Hire:** Uniform Allowance  Physical  Drug Screening  Re-screening

**Security Check:** No Security Screen Required  Background Investigation  Required Background & Fingerprint Required  Fingerprint Investigation Required  Access to Abuse Records  Caretaker  Financial  Corrections  Management  Sensitive  County Security Check  **Other:**

Reviewed By:		Date:	Click here to enter a date.
--------------	--	-------	-----------------------------

Approved By:		Date:	Click here to enter a date.
--------------	--	-------	-----------------------------

Last Updated By:		Date/Time:	
------------------	--	------------	--

**The following have acknowledged that the statements above, to the best of their knowledge, accurately describe the duties and responsibilities of the position. This job description does not constitute a written or implied contract of employment.**

Incumbent Signature (optional):		Date:	
---------------------------------	--	-------	--

Discussed with Employee: Yes <input type="checkbox"/> No <input type="checkbox"/>	Title:	Date:	
---	--------	-------	--

Supervisor's Signature:	Title:	Date:	
-------------------------	--------	-------	--

Approval of Reviewing Authority: (Department Director)	Title:	Date:	
--	--------	-------	--

Approval of Agency Personnel Officer:	Title:	Date:	
---------------------------------------	--------	-------	--