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## Job Details

<b>Title:</b>	Director I (Sub-Div)
<b>Job Category:</b>	Staff
<b>Description:</b>	<p>Responsible for providing leadership in Facilities Services and maintaining the quality of KSU's Fleet, vehicles and equipment by keeping them safe, efficient, in good reliable condition. Administers and manages day to day operations; develops and implements programs for safety training and campus compliance with state or other regulations.</p> <p>Manages a centralized fleet service function according to policy established by DOAS &amp; OPB. Manages repair shops for all types of vehicles, grounds equipment, mowers, tractors, golf carts, skid loader &amp; campus power generators. Develop and maintain operational plans, preventative maintenance plan and shop productivity optimization. Maintain regular communication and planning with other departments and within Facilities regarding fuel purchase, purchase of vehicles/equipment, operation, repair, replacement and maintenance of same and any training needs relating to vehicles and equipment.</p> <p>Responsible for personnel and budget management of the Automotive/Equipment shops on both the Marietta and Kennesaw campus.</p> <p>As part of the background check process, this position WILL require a satisfactory Consumer Credit check and MVR (Motor Vehicle Report) as a condition of employment. See <a href="http://hr.kennesaw.edu/managers/docs/Credit_check_criteria.pdf">http://hr.kennesaw.edu/managers/docs/Credit_check_criteria.pdf</a> and <a href="http://www.usg.edu/hr/manual/motor_vehicle_use">http://www.usg.edu/hr/manual/motor_vehicle_use</a> for policy guidelines.</p> <p>Kennesaw State University is an Equal Employment Opportunity/Affirmative Action employer and does not discriminate on the basis of age, color, disability, national origin, race, religion, sex, sexual orientation, and/or veteran status.</p>
<b>Required Qualifications:</b>	Bachelor's degree and 5+ years comparable/related experience; management/supervisory skills are required.
<b>Desired Qualifications:</b>	Direct experience in fleet maintenance and/or automotive/truck mechanical repair management, Certifications in automotive repair and diagnosis, computer proficiency, management/supervisory/leadership experience, budget management experience, proven ability to work well with diverse constituent/customer groups, experience at a university or state institution, proven diplomacy and patience when working with customers, co-workers and colleagues.
<b>Posting Department:</b>	FAC-Auto Shop-4301091600
<b>Regular/Temporary:</b>	Regular
<b>Open Date:</b>	01/11/2017
<b>Close Date:</b>	02/09/2017
<b>Hours per week:</b>	40
<b>Required Documents:</b>	Cover Letter, Resume

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