



JOB DESCRIPTION

FACILITIES & FLEET MAINTENANCE MANAGER

DEFINITION

Under administrative direction of the Director of Public Works, plans, directs, evaluates, oversees, organizes, supervises and coordinates the activities and operations of the Facilities and Fleet Maintenance Division, which consists of buildings, grounds, parks, equipment and fleet maintenance, and procurement; facilitates, develops and implements short and long-term goals and objectives for the Division; manages assigned service contracts; develops annual budgets for the Division; coordinates assigned activities with other Departments and outside agencies; and provides highly responsible and complex administrative support to the Director of Public Works.

CLASS CHARACTERISTIC

The Facilities and Fleet Maintenance Manager is considered a Division Manager with primary responsibility for management of the City facilities and fleet that includes several functional working groups. Responsibilities include overall administration and implementation of the Division including; development and implementation of Division objectives, programs, processes, policies, and procedures to successfully achieve those objectives. The Division Manager is also responsible for the development, administration, and control of the Division's budget.

ESSENTIAL FUNCTIONS:

The following essential functions are typical for this position. This position may perform additional or different functions from those set forth below to address organization needs and changing organization practices.

1. Manages the daily operations of the City's facilities and fleet, including; City Hall, (2) Fire Stations, the Public Library, City Yard, (1) Satellite Building, and (3) Senior Housing Projects.
2. Manages the City's fleet management program including acquisition, utilization, repair and replacement of vehicle and equipment fleet.
3. Develops, schedules and manages City and contract personnel to implement an ongoing preventative maintenance program for all City and Housing facilities.
4. Plans, directs, coordinates, and reviews work plans for assigned staff; assigns work activities, projects, and programs; reviews and evaluates work methods and procedures; meets with staff to identify and resolve problems.
5. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends within departmental policy, appropriate service and staffing levels.
6. Manages and participates in the development of goals, objectives, policies, and priorities for assigned programs; recommends and administers policies and procedures.
7. Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies.
8. Oversees and participates in the development and administration of approved annual budgets; participates in the budget development for staffing, maintenance contracts, vehicles, equipment, materials, and supplies; monitors and approves expenditures; implements budget adjustments.



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9. Oversees the preparation of plans, specifications and cost estimates for assigned projects; assists the Director of Public Works in the selection of consultants and contractors; negotiates and assists with the preparation of contracts with outside consultants and contractors; reviews plans, specifications and maintenance manuals; provides technical consultation on specific facility and fleet issues.
10. Maintains and supervises contracts for City facilities such as, custodial, HVAC, alarms, plumbing, electrical, and landscape maintenance and fleet maintenance; ensures work complies with contract documents.
11. Prepares and presents long-range plans and forecasts for space, operational, maintenance and equipment requirements; assists in the preparation, coordination and control of the capital improvement budget for the facilities and fleet maintenance program.
12. Serves as the liaison for the Facilities and Fleet Maintenance Division with other divisions, departments, and outside agencies; works closely with department managers to negotiate and resolve operational and sensitive or controversial issues.
13. May serve on various committees; prepares staff reports and other necessary correspondence.
14. Conducts a variety of studies and investigations; recommends modifications to facilities and fleet maintenance programs, policies, and procedures as appropriate.
15. Attends and participates in professional group meetings; maintains awareness of new trends and developments in the field of facilities and fleet maintenance; incorporates new developments as appropriate.
16. Maintains inventory control of tools, materials, supplies and equipment.
17. Conducts quality control and safety inspections of facilities, fleet and equipment; ensures the adherence to safe work procedures.
18. Without additional compensation, employee shall perform such additional acts or duties as the City Manager shall assign.

QUALIFICATION GUIDELINES

Education and/or Experience

Any combination of education and/or experience that would likely provide the required knowledge and abilities necessary for satisfactory job performance. A Bachelor's degree from an accredited college or university with major course work in business administration, engineering, facilities and fleet management; or specialized on the job training in facilities and fleet management and maintenance services. Five years of increasingly responsible experience in facilities and fleet maintenance and management including three years of administrative and supervisory responsibility.

Knowledge, Skills and Abilities

- Operations, services, and activities of a comprehensive facilities and fleet maintenance program.
- Modern and complex principles and practices in maintaining facilities and fleet.
- Methods and techniques of facilities maintenance including general building, ground, park, and fleet maintenance.
- Methods, practices, materials, tools and equipment common to facilities and fleet maintenance programs.
- Principles and practices of program development and administration.
- Plant and facilities engineering management techniques including energy conservation.



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- Applicable federal, state and local laws, codes and regulations including those related to construction, facilities and fleet maintenance and safety standards.
- Operational characteristics and use of standard equipment and materials used in facilities construction and maintenance.
- Occupational hazards and standard safety procedures.
- Office procedures, methods, and equipment including computers and applicable software applications such as word, excel, power point, GBA Master Series and Microsoft Project.
- Principles and practices of budget preparation and administration.
- Principles and practices of supervision, training and performance evaluation.
- Develop, manage and implement comprehensive facilities and fleet maintenance program.
- Supervise, direct and coordinate work of assigned staff.
- Select, supervise, train and evaluate assigned staff.
- Plan, organize, manage and evaluate the work of contractors.
- Participate in the development and administration of Division goals, objectives, and procedures.
- Prepare clear concise reports and correspondence, maintain accurate records.
- Ensure city facilities and fleet are maintained according to established practices and procedures.
- Estimate and review proposed and completed project costs.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Analyze problems, identify solutions, propose actions and implement recommendations.

SPECIAL REQUIREMENTS

- Possession of or ability to obtain an appropriate California driver's license and a satisfactory driving record.
- Member of International Facility Management Association is desirable.
- Member of Association of Physical Plant Administrators is desirable.

ESSENTIAL ELEMENTS

Aptitudes

Eye/hand coordination, hearing/listening and smelling.

Physical Demands

Limited stooping, sitting, limited kneeling, standing, walking, lifting (over 50 pounds), touching dexterity (hand and finger), carrying, clear seeing - general, close vision, color perception, clear speech - simple, driving vehicle, limited climbing, moving objects, hazards, and fatigue.

Mental Requirements

Reading and writing - simple, memorization, analyzing, math skills, judgment, and decision making.

Work Environment

Works alone, with others, and around others, verbal contact with others, face-to-face contact, inside, outside, extended days, confined areas, extreme heat/cold, temperature changes, wet and/or humid, noise, mechanical and electrical equipment, high places, fumes/odors, and dirt/dust. Performs a wide variety of duties.

Equipment

Telephone, calculator, computer and maintenance equipment.