



FLEET AND FACILITIES MANAGER

DEFINITION

Plans, organizes, and manages the operation of the Fleet and Facilities branch of the Operations & Maintenance Division of the Public Works Department. Responsible for planning and directing the maintenance and repair of City fleet vehicles, equipment, and building maintenance for assigned City facilities.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the Deputy Director of Public Works, Operations & Maintenance. Responsibilities include direct supervision of equipment maintenance and facility maintenance personnel.

EXAMPLES OF DUTIES

The following are typical of duties encompassed by the position, not an all inclusive or limiting list:

ESSENTIAL JOB FUNCTIONS

Plan, organize, direct, and review the operations and activities of the Fleet and Facilities Division. Develop and implement goals, objectives, policies, and priorities. Manage and coordinate the purchase, maintenance, repair, replacement and disposal of the City vehicle fleet. Manage the facility maintenance program for City owned facilities. Plan, organize, and direct the servicing and maintenance of City vehicles and equipment. Ensure City equipment meets operating and safety standards. Maintain computerized maintenance record keeping system. Regular and consistent attendance.

OTHER JOB FUNCTIONS

Establish a cost-effective procurement program, and maintain an inventory of materials and supplies for the shop and facilities. Continually upgrade facilities maintenance program and polices. Prepare and oversee the on-going preventative maintenance and repair program for City facilities. Provide contract administration input on all building remodel and construction projects, including all phases from planning to project construction. Advise City departments regarding equipment purchases, rental rates, equipment utilization, and operator training. Oversee the City's contracts for pest control, HVAC services, elevator maintenance, janitorial and other contracted building maintenance services. Participate in budget preparation and administration. Supervise, train, and evaluate subordinates. Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles, methods, and practices pertaining to the operation of fleet management, equipment maintenance and repair facility. Principles, materials, methods, tools, and equipment used in the maintenance of buildings. Tools, lubricants, equipment, and procedures used in servicing, over-hauling, repairing and adjusting a variety of automotive and other power-driven equipment, current trends in alternative fuel and fuel systems. Contracting and equipment specifications. Building maintenance practices and procedures. Safe work practices. Occupational Health and Safety Standards for Industrial and Commercial Facilities. Operating and repair characteristics of a variety of gas and diesel-powered light and heavy equipment. Record keeping, reporting and accounting procedures and practices. Personnel principles and practices including supervising, training and performance evaluation.

Skill to:

Communicate clearly and concisely, both orally and in writing. Use an automated maintenance management system. Plan, direct, and coordinate the mechanical repair and maintenance activities of City vehicles and equipment. Estimate labor and material costs and requirements for mechanical maintenance and repair; conduct cost-effective procurement program, resource utilization, budget and project cost analyses. Write vehicle, equipment, and general contract specifications. Analyze and interpret Federal and State regulations pertaining to the Fleet and Facilities Branch. Maintain records and prepare reports. Use Environmental Management Control Systems. Supervise, train, and evaluate subordinates.

Ability to:

Establish and maintain effective work relationships with those contacted in the performance of required duties. Read and understand building, remodel and construction blueprints. Read and understand vehicle/equipment electrical, air, hydraulic and coolant circuit diagrams. Establish and direct stormwater best management practices at facilities. Provide customer service to satisfy a diverse range of service requirements.

Minimum Education and Experience:

Education:

High school diploma or equivalent and specialized training in fleet and facility management. Associate degree or higher and/or coursework in management, business, or public administration is highly desirable.

Experience:

Four years of professional work experience in the maintenance and repair of automobiles and heavy equipment. Also, two years of experience that includes

administrative or supervisory capacity in a similar sized operation. Experience as a journey mechanic or in maintaining and repairing facilities is a plus.

License or Certificates:

Required upon hire, possession of a valid California Driver's License. Class B Driver's License is desirable.

Council Action: June 20, 2006