



DATE	March 2017
JOB CODE	
FLSA	EXEMPT

JOB TITLE: Fleet & Facilities Manager
DEPARTMENT/DIVISION: Facilities
REPORTS TO: Director- Facility

SUMMARY: Under general supervision, coordinates activities to assure that contractual agreements are carried out according to specifications, schedules, and budgets; provides technical support to facility operations, supervises staff and contractors, and schedules assigned operations; manage the Fleet contract and perform related duties as required.

ESSENTIAL JOB FUNCTIONS:

- Requires the operations specialist to be responsive to the customer and to express an interest in their concerns.
- Supervises staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures, and maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations.
- Provides management for the Fleet contract to ensure services are performed in a quality and cost-effective manner and to ensure contract terms and vendor expectations are met.
- Performs supervisory activities related to facility capital improvement project management, including building, repair, and maintenance of facilities.
- Communicates directly with outside agencies.
- Oversees inspection of work in process to make sure work is completed in a cost-effective manner and the finished product is of the highest quality attainable, resulting in customer and management's satisfaction.
- Assists and prepares bid specifications and proposals for procurement contracts and service contracts.
- Evaluates or monitors contract performance to determine necessity for amendments or extensions of contracts, and compliance to contractual obligations.
- Approves or refers requests for deviations from contract specifications and delivery schedules.
- Arbitrates claims or complaints occurring in performance of contracts.
- Analyzes price proposals, financial reports, and other data to determine reasonableness of prices.
- Analyzes contracts with various department heads to detect ambiguities, inaccurate statements, omissions or essential terms and conflicts with possible legal prohibitions.
- Recommends modifications.
- Converts agreements into contract form to prepare amended agreement for approval by legal department.
- May initiate changes in standard form contracts.
- Attend job related training courses as required.
- Answers inquires and resolves complaints.

Fleet & Facilities Manager

- Evaluates infrastructure of facilities and prepares inventory of facilities.
- Establishes a program to rehabilitate and/or replace facilities.
- Coordinates construction activities and schedules with contractors, utility companies, and other city departments.
- Oversees inspection of work in progress by contractors.
- Compiles information and prepares statistical reports and activity reports.
- Prepares council agenda package, reports and maintain records.
- Advises management of contract and program status problems and potential problems on a regular basis.
- Anticipates schedule or priority delays and initiates plans for alternate actions.
- Performs other duties as assigned

SUPERVISORY/BUDGET RESPONSIBILITIES:

- Supervisory responsibility over Craft Technicians
- Manage third party Fleet contract

WORKING CONDITIONS:

- Operates computer and related software, phone, radio, etc.
- Responsible for regular attendance and arriving to work on time.
- Frequent sitting, talking, seeing, hearing, and manual dexterity.
- Occasional lifting and carrying up to 50 pounds.
- Work is typically performed in a standard office environment and field work.
- Work in an outdoor environment, with potential exposure to adverse weather conditions.
- Occasionally work near moving mechanical parts.
- Occasionally be exposed to risk of electrical shock, vibration, fumes, airborne particles, infectious diseases, criminal suspects, and/or prison inmates.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Communicates effectively both verbally and in writing
- Performs basic math
- Negotiation skills; dealing with contracts
- Skilled in various computer software
- Organizes/prioritizes work; meets deadlines with little supervision
- Knowledge of report writing
- Ability to analyze various information
- Knowledge of general construction
 - Knowledge of management principles;
 - Knowledge of public administration and governmental operations;
 - Knowledge of basic accounting and financial management principles;
 - Skilled in monitoring and evaluating employees;
 - Skilled in prioritizing and assigning work;
 - Skilled in providing leadership;
 - Skilled in managing projects;
 - Skilled in mediating and resolving conflict;
 - Skilled in preparing budgets;

- Skilled in prioritizing, organizing, and managing multiple simultaneous projects;
- Skilled in reading, interpreting, applying, and explaining laws, codes, ordinances, rules, regulations, policies, and procedures;
- Skilled in preparing clear and concise reports, including oral, written, and audio/visual presentations;
- Skilled in maintaining sensitive and confidential information;
- Skilled in providing customer service;
- Skilled in communicating effectively with a variety of individuals.

PREFERENCES:

- Associate's degree in Construction Technology or related area preferred.

MINIMUM QUALIFICATIONS:

- Must have a valid Texas Class "C" Driver's License.
- High School Diploma or GED
- Three years experience in general construction operation or an equivalent combination of education and experience.

CONDITIONS OF EMPLOYMENT:

- Must pass pre-employment drug screening
- Must pass MVR
- Must pass a criminal history check