



July 2014

FLEET AND FACILITIES SUPERVISOR

DEFINITION

Under general direction, plans, schedules, assigns, and reviews the work of the fleet and facilities maintenance staff within the Public Works Fleet and Facilities Divisions; coordinates, monitors, and provides technical input for assigned fleet and facilities maintenance, construction, and repair projects and other special programs; provides technical assistance to the Business Manager; performs a variety of technical tasks relative to the maintenance and repair of city vehicles and equipment, facilities and buildings; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Division Manager. Exercises direct and general supervision over technical and maintenance staff.

CLASS CHARACTERISTICS

This is the full supervisory-level class in the fleet and facilities maintenance series. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of fleet and facilities maintenance staff either directly or through lead workers. The incumbents are also expected to independently perform the full range of fleet and facilities maintenance duties. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations where appropriate so that qualified employees can perform the essential functions of the job.

- Establishes maintenance standards for each area of responsibility; evaluates accomplishments of standards.
- Establishes and maintains maintenance scheduling for buildings, vehicles and Public Works equipment; coordinates work and schedules with other divisions and departments.
- Ensures city vehicles and fleet maintenance shop are in compliance with all applicable rules and regulations of the Environmental Protection Agency, Department of Environmental Quality, and Oregon Safety and Health Act.
- Maintains fleet and facilities computer program.
- Plans, organizes, assigns, supervises, and reviews the work of assigned staff in the fleet and facilities maintenance divisions.
- Trains staff in work and safety procedures and in the operation and use of equipment and supplies; implements procedures and standards.
- Evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.

- Monitors operations and activities of the fleet and facilities maintenance work units; recommends improvements and modifications and prepares various reports on operations and activities; recommends and assists in the implementation of goals and objectives; implements policies and procedures.
- Determines and recommends equipment, materials, and staffing needs for assigned maintenance projects; participates in the annual budget preparation; prepares detailed cost estimates with appropriate justifications, as required; maintains a variety of records and prepares routine reports of work performance.
- Contract management, which includes creating scope of work, evaluating, selecting and negotiating, tracking contract cost, and managing the performance of the contractor.
- Schedules, oversees, and monitors the work of vendors and contractors related to fleet and facility maintenance.
- Operates computer-controlled HVAC, security, and lighting systems.
- Monitors and controls supplies and equipment; orders supplies and tools as necessary; prepares documents for equipment procurement; participates in informal bid processes for vendor selection.
- Inspects and verifies work in progress and completed work of assigned employees and contractors for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications.
- Responds appropriately to operations, maintenance, and repair emergency situations as required.
- Answers questions and provides information to the public; investigates complaints; recommends corrective actions to resolve issues.
- Participates in the scheduling, coordination, and administration of preventive maintenance, in-service training, and safety programs; ensures compliance with safety procedures.
- Prepares and presents staff reports and other necessary correspondence for executive management, State agencies, and other organizations; supervises the preparation and maintenance of related reports, records, and files; ensures the proper documentation of activities.
- Plans, coordinates, oversees, and directs staff activities for special on-going projects and/or programs, including construction management and remodeling projects; develops related budgets.
- Performs the most difficult and complex maintenance and repair duties in the area of work assigned.
- Observes safe work methods and makes appropriate use of related safety equipment as required.
- Maintains logs and records of work performed; prepares periodic reports.
- Attends and participates in professional groups and special committee meetings; stays abreast of new trends and innovations in the field of fleet and facilities maintenance.
- Performs other related work as required.

QUALIFICATIONS

Knowledge of:

- Fleet and Facilities management practices, work order processing, and recordkeeping; knowledge of the use of modern fleet and facilities equipment and diagnostic tools.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Principles, practices, and methods of the maintenance and repair work related to fleet and facilities.
- Equipment, tools, and materials used in maintenance activities and services related to fleet and facilities.
- Applicable Federal, State, and local laws, codes, and regulations governing automotive and construction equipment maintenance and repair.
- Basic principles and practices of budget development, administration, and accountability.
- Principles and practices of contract administration and evaluation.

- Safety principles, practices, and procedures of building and facilities maintenance, including equipment and hazardous materials.
- Safe driving rules and practices.
- Modern office practices, methods, and computer equipment.
- Computer applications related to work.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for dealing effectively with the public, vendors, contractors, and City staff, in person and over the telephone.
- Techniques for providing a high level of customer service to the public and City staff, in person and over the telephone.

Ability to:

- Establish and maintain effective employee relations.
- Prepare and administer a budget.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Supervise, train, plan, organize, schedule, assign, review, and evaluate the work of staff.
- Organize, implement, and direct fleet and facilities maintenance and repair operations and activities.
- Analyze, interpret, apply, and ensure compliance with Federal, State and local policies, procedures, laws, and regulations.
- Understand, interpret, and successfully communicate both orally and in writing, pertinent department policies and procedures.
- Identify problems, research and analyze relevant information, and develop and present recommendations and justification for solution.
- Develop cost estimates for supplies and equipment.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Understand, interpret, and successfully administer contracts and manage contractors.
- Prepare clear and concise reports, correspondence, procedures, and other written materials.
- Safely and effectively use, operate, and maintain the full range of equipment and tools required for the work.
- Perform the most complex maintenance duties and operating related equipment.
- Operate a motor vehicle safely.
- Establish and maintain a variety of manual and computerized record keeping and project management systems.
- Make sound, independent decisions within established policy and procedural guidelines.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience, which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Increasingly responsible experience and training in facility maintenance automotive and small engine repair, including supervisory experience.

Equivalent to the completion of the twelfth (12th) grade supplemented by two (2) years of college-level coursework or specialized technical training in building construction, maintenance, or a related field and five (5) years of skilled building maintenance or construction work, including three (3) of lead or supervisory experience. Additional experience as outlined above can be substituted for the required education on a year-for-year basis up to two (2) years.

Licenses and Certifications:

- DEQ/EPA Refrigerant Certificate
- Possession of a valid Class A driver's license with the appropriate endorsements and satisfactory driving record.
- Heating, Ventilation, and Air Conditioning (HVAC) Technician License.
- State of Oregon Limited Electrical license is desirable.
- Building Operation Certificate is desirable.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to work in and around City buildings and facilities; strength, stamina, and mobility to perform light to medium physical work, to work in confined spaces, around machines, to climb and descend ladders, and to operate varied hand and power tools and equipment; vision to read printed materials and a computer screen; color vision to read gauges and identify appurtenances; and hearing and speech to communicate in person and over the telephone or radio. The job involves frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work in and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 75 pounds and heavier weights with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Employees partly work in an office environment and partly work in and around public facilities and systems and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.