

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Fleet and Facilities Services Manager

Department: Environmental/Public Works

Pay Grade: 515

FLSA Status: Exempt

Job Code: E734

JOB SUMMARY

The purpose of this classification is to manage operations and activities of the Facilities Services and Fleet Services Divisions. This classification will support both divisions by assessing systems, operations, and assets; project management; developing improvement options; and justifying and implementing recommendations that enhance operations and customer service.

ESSENTIAL JOB FUNCTIONS

- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Coordinates with Facilities Maintenance Manager and Fleet Manager regarding work activities; confers with assigned staff, assists with complex/problem situations, and provides technical expertise.
- Organizes and leads effective teams; plans for allocation of staff resources; analyzes technical, operating performance, and cost data; develops project and program oversight and implementation strategies; develops and presents progress and performance reports; and develops corrective action plans.
- Mentors staff to enhance their project management and business analysis skills. Work with staff and managers to establish priorities, estimate and track staff time for various initiatives, and resolve resource conflicts.
- Develops and implements appropriate Standard Operating Procedures and work place policies appropriate for facilities maintenance and fleet maintenance functions.
- Consults with Public Works Director, City management staff, and other officials to review operations/activities, review/resolve problems, receive advice/direction, and provide

recommendations: coordinates projects and work activities with those of other divisions, other departments, contractors, outside agencies, or others as needed.

- Works with Public Works Director to develop and implement budget for areas of assignment: prepares and administers operational, capital, and long-term capital budgets; and monitors expenditures to ensure compliance with approved budgets.
- Assists in developing and implementing long and short term plans, goals, and objectives relating to areas of assignment: participates in development of the City's capital improvement plan; assists in planning long-term projects, annual events, equipment replacement, maintenance schedules, and other operational activities; evaluates efficiency and effectiveness of division operations, procedures, and resource management; recommends and/or implements improvements in programs and operational procedures as needed.
- Assists with the compilation of budget information specific to contract and non-contract costs and establishes adequate controls to ensure adherence to budgetary / financial goals and objectives of the City in order to lease/purchase vehicles and equipment. Provides input/recommendation for necessary components of Fleet Services internal service fund cost recovery rates.
- Conducts standing meetings with department representatives for continuous process improvement purposes ensuring all aspects of facilities and fleet operations are being effectively managed on an on-going basis.
- Obtains good working knowledge of facilities work order systems and fleet software applications / programs. Develop effective reporting infrastructure for dissemination and review of facilities and fleet service information by department heads and other interested parties.
- Works with department heads, fleet service providers, purchasing manager and risk management to assist in the acquisition and disposal of vehicles and equipment which make up the City fleet.
- Working with Facilities Services Manager and Fleet Services Manager, establishes policies and procedures and monitors fleet operations to ensure organizational compliance with all applicable Federal, State and local laws, regulations and or / ordinances.
- Acts as liaison with other public and private agencies and provides information to county departments, the public, and agency representatives on divisional activities.
- Plans, directs, and organizes the activities of the Facilities maintenance and Fleet Services Divisions providing acquisition, repair, maintenance, inspection, inventory, and assignment services for city departments.
- Represents the Division and the Department in various administrative and professional situations; prepares and provides recommendations; represents the department and provides recommendations to outside groups; provides briefings to City leaders. Monitors spending and budgets to ensure compliance with established rules and requirements and to evaluate budget status.
- Drives performance, productivity and accountability through measurable, results-oriented performance metrics.
- Attends meetings, serves on committees, and makes presentations as needed.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience:

Requires a Bachelor's degree in engineering, finance, business, environmental science, or related field; seven (7) years of progressive experience that includes: two (2) years of project management and/or direct supervisory experience; three (3) years of facilities and/or fleet operations; or, any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Licenses or Certifications:

- Must possess and maintain a valid Georgia Driver's License, including appropriate endorsements, with a satisfactory motor vehicle record (MVR).

Special Requirements:

- Must have demonstrated experience or qualifications in the following areas:
 - Business performance evaluation, process mapping, or program implementation
 - Life-cycle cost and return on investment analyses
 - Relevant software skills (e.g., presentation graphics, database, maintenance)

Knowledge, Skills and Abilities:

- Knowledge of procurement and financial practices, procedures, and techniques used to purchase/lease and maintain a wide variety of fleet vehicles and equipment.
- Knowledge of the principles, practices, and methods associated with building maintenance trades, including construction, electrical, plumbing, HVAC, mechanical, carpentry, and/or custodial maintenance.
- Knowledge of the laws, standards, and regulations pertaining to building operations and fire safety.
- Knowledge of inventory methods and procedures.
- Ability to direct the development and implementation of City wide goals and objectives related to facilities and fleet maintenance.
- Ability to plan, review, train, and coordinate the work of subordinate staff.
- Ability to analyze data and prepare reports with recommendations on a wide variety of facilities and fleet topics.
- Ability to work effectively with individuals having different educational, cultural, and experience backgrounds. Requires excellent written and verbal communication skills.
- Ability to operate a personal computer, telephones, copiers, and other general office equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, databases.
- Ability to maintain department/program references such as purchasing manuals, street atlases, vendor lists, codebooks, training manuals, standard operating procedures, and mailing lists.
- Ability to learn, comprehend, and apply all city or departmental policies, practices, and procedures necessary to function effectively in the position.
- Ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

- Ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.
- Ability to utilize a wide variety of reference, descriptive, and/or advisory data, and information.
- Ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.
- Ability to exercise judgment, decisiveness, and creativity in situations involving a variety of generally pre-defined duties, which are often characterized by frequent change.
- Ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.
- Ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.
- Ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

PHYSICAL DEMANDS

The work is sedentary to light which requires the ability to exert light physical effort, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station. Tasks also require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

WORK ENVIRONMENT

Work is regularly performed without exposure to adverse environmental conditions.

The City has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

The City of Roswell, Georgia commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.