



Town of Oro Valley Classification Description

Title: **FLEET & FACILITY MANAGER**

Job Code: 3021

FLSA Status: Exempt

Department: Public Works

Salary Grade: 121

POSITION SUMMARY:

Plans, organizes, and manages the daily operations of the Town's Fleet and Facilities division of Public Works. Responsible for planning and directing the maintenance and repair of Town fleet vehicles, equipment, and building maintenance for all Town facilities. Manages personnel and directs contractors in the fields of architectural, engineering, electrical, plumbing or mechanical maintenance operations of public buildings and vehicles. This position will maintain and update the Town's 10-year Facility Maintenance and Fleet Replacement plans. This position will be responsible for the monitoring and implementation of the Town's ADA Transition Plan.

ESSENTIAL JOB FUNCTIONS:

- A. Evaluates the current fleet and facility maintenance programs. Prepares a plan that recommends cost-effective programs, goals and best management practices. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends appropriate service and staffing levels. Prepares and oversees the on-going preventative maintenance and repair program for Town facilities and fleet.
- B. Prepares long-range plans and forecasts for space, operational, maintenance and equipment requirements; assists in the preparation, coordination and control of the capital improvement (CIP) budget; manages, monitors and updates the 10-year facilities maintenance plan and the 10-year vehicle replacement plan.
- C. Oversees, directs, and develops costs and scope for the operations of public buildings maintenance, repair, and long range capital projects.
- D. Supervises, trains and evaluates the work and/or projects of staff and plans, directs, coordinates and reviews work plans for assigned staff. Manages employee discipline including identifying personnel issues, facilitating resolutions and evaluating and managing employee performance.
- E. Coordinates with other departments, divisions or external contractors to evaluate all unmet needs requests and develop scope of services to maintain the Town assets.
- F. Utilizes asset management software to oversee process and evaluation of preventative maintenance plans and annual work schedules.
- G. Develops preventive maintenance and replacement programs/schedules for equipment and vehicles by using manufacturer's recommendations in conjunction with projected use severity, extent and expected obsolescence.
- H. Oversees and participates in the development and administration of approved annual budgets; participates in the budget development for staffing, maintenance contracts,

vendors, vehicles, equipment, materials and supplies; monitors and approves expenditures; implements budget adjustments.

- I. Oversees the preparation of plans, specifications and cost estimates for all facility construction projects including contract administration/management input, equipment requirements on all building remodel and construction projects from planning to project construction.
- J. Develops specifications for new equipment and vehicles and advises Town departments regarding equipment purchases, rental rates, equipment utilization, and operator training.
- K. Conducts quality control and safety inspections of facilities, fleet and equipment preparing reports for OSHA and (EPA/DEQ) compliance and to ensure the adherence to safe work procedures.
- L. Maintains inventory control for tools, materials, supplies and equipment.
- M. Participates in emergency management plan development to ensure Continuation of Operations under emergency conditions.
- N. Ensures Federal and State compliance with Americans with Disabilities Act.
- O. Performs other related tasks as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of applicable Town, State and Federal statutes, ordinances, codes, rules and regulations governing operations and maintenance of facilities and fleet management.
- Knowledge of tools, lubricants, equipment, and procedures used in servicing, overhauling, repairing and adjusting a variety of automotive and other power-driven heavy equipment, current trends in alternative fuel and fuel systems.
- Skill in reading, analyzing and interpreting building and construction plans and specifications.
- Skill in utilizing automated preventive maintenance, equipment maintenance record keeping systems and scheduling software for tasks, manpower and reports.
- Knowledge of equipment purchasing and acquisition practices and methods, including vehicle/equipment specifications and replacement factors.
- Ability to evaluate and make repair estimates for structures, equipment, and contemporary materials.
- Knowledge of automotive record keeping practices with internal combustion engines, automotive and construction equipment, diesel engines and automotive transmissions.
- Skill in establishing and maintaining effective working relationships with staff, other Town departments and the general public.
- Skill in computer operation, data entry, and use of modern office equipment.
- Ability to plan, organize, coordinate, and direct the development and implementation of building, custodial and fleet maintenance activities.
- Ability to communicate effectively and prepare accurate documentation.

MINIMUM QUALIFICATIONS:

- A Bachelor's degree in business administration, management, or a related field;
- Five (5) years of increasingly responsible experience in fleet and/or facility maintenance and management;
- Three (3) years of supervisory experience; **OR** an equivalent combination of education and experience that meets the necessary requirements to perform the functions of this position.
- Experience in a utility, municipal or institutional environment involving a wide range of complex facilities and fleet services.
- High level of computer literacy with various programs including an asset management system recommended. Must be comfortable working with Microsoft Office Suite; Word, Excel and PowerPoint.
- Must possess at time of application and maintain a valid driver's license.

PREFERRED QUALIFICATIONS:

- EPA Section 608 Certification.
- Cartegraph asset management software.
- Current certifications relating to HVAC and Refrigeration work.
- Member of International Facility Management Association is desirable.

ENVIRONMENTAL FACTORS and WORKING CONDITIONS:

- Work is performed in an indoor and outdoor environment.