

**City of Cottage Grove
Job Description
Fleet & Facilities Manager**

Department: Public Works & Development	FLSA: Non-Exempt
Reports to: Public Works & Development Director	Representation: N/A
Pay Range: 28	Date Adopted: April 2019

Essential competencies of this job are described under the headings below. They may be subject to change at any time. The omission of specific statements of duties, does not exclude them from the position, if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee, and may be changed by the employer at any time.

GENERAL POSITION SUMMARY:

Supervises the physical and administrative activities of multiple crews consisting of two or more employees involved in fleet, facilities and parks maintenance and construction; periodically operates a variety of equipment and tools related to the tasks assigned.

DUTIES AND RESPONSIBILITIES:

Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.

Prepares the general work plans including budget proposals for fleet, facilities, and parks maintenance activities. Operate both light and medium equipment in the maintenance of or improvement to the City fleet, facilities, and parks. Responsible for crew safety, training, deployment and other duties as may be assigned, including all work methods used in the Public Works & Development Department.

ESSENTIAL FUNCTIONS:

1. Supervises the daily operations and maintenance of the City's fleet and facilities, including; City Hall, the Library/Community Center, Armory, City Shop, Wastewater Treatment Plant, Water Treatment Plant, Municipal Golf Pro-Shop & Maintenance buildings, and various other City owned buildings and properties.
2. Manages the City's fleet management programs including acquisition, utilization, repair and replacement of vehicle and equipment fleet.
3. Provides direct supervision of maintenance workers, part time maintenance workers, and seasonal employees including training, safety, operational procedures, and maintenance of equipment and tools.

4. Manages and participates in the development of goals, objectives, policies, and priorities for assigned programs; recommends and administers policies and procedures.
5. Develops, directs, and coordinates work plans for assigned staff, assigns work activities, projects and programs associated with the City's fleet and parks related systems.
6. Participates in personnel issues of subordinate employees including work review, performance evaluations and recommendations for hiring, termination, and disciplinary action.
7. Functions as a working supervisor performing operational duties similar to those of a maintenance worker.
8. Prepares orders for required equipment, parts, and supplies to meet the operational needs of the City's fleet, parks, and building maintenance systems.
9. Assist in the development of approved annual budgets; participates in the budget development for staffing vehicles, equipment, materials and supplies.
10. Participates in plan checks and design reviews of proposed public improvement projects.
11. Participates as a management team member of the Public Works & Development Department.
12. Prepares and maintains safety manuals, reports, and standard operating procedures (SOPs).
13. Ensures compliance with all State and Federal safety regulations that apply to employees, equipment, and maintenance activities.

ESSENTIAL PHYSICAL REQUIREMENTS:

The physical demands or requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

In the performance of job duties the supervisor is required to sit, stand, communicate, discern alarms or notices, stoop, kneel, crouch and reach above shoulder level. Manual dexterity and coordination is required while operating light and heavy equipment such as locators, vehicles, trucks, manual and power tools, radios, computers, etc. Must be capable of regularly lifting, pushing, and pulling items weighing up to 50 pounds.

Work occurs both inside in an office setting and outside on job sites including open excavations and confined spaces, (such as crawl spaces, attics), high places or other areas with uneven terrain in adverse conditions. Works with or around machinery (backhoe, loader, dingo, trucks, etc.), construction equipment, and exposed to weather, noise, water, and dirt, mud, rock, and dust.

JOB SPECIFICATIONS:

Education & Experience:

High School graduation or equivalency with preference given to Associate's Degree or higher with major course work in engineering, facilities and fleet management, or specialized on the job training in facilities and fleet management and maintenance services. Must possess a current State of Oregon Class A driver's license.

Five years of increasingly responsible experience and/or training in fleet and facilities maintenance and management including at least three years of supervisory experience.

Knowledge, Skills and Abilities:

- Operations, services, and activities of a comprehensive fleet and facilities maintenance program.
- Modern and complex principles and practices in maintaining fleet and facilities.
- Methods and techniques of facilities maintenance including general building, park, and fleet maintenance.
- Applicable federal, state and local laws, codes and regulations including those related to construction, fleet and facilities maintenance and safety standards.
- Occupational hazards and standard safety procedures.
- Office procedures, methods, and equipment including computers and applicable software applications such as word and excel.
- Principles and practices of budget preparation and administration.
- Principles and practices of supervision, training and performance evaluation.
- Develop, manage and implement comprehensive facilities and fleet maintenance program.
- Supervise, direct and coordinate work of assigned staff.
- Select, supervise, train and evaluate assigned staff.
- Plan, organize, manage and evaluate the work of contractors.
- Participate in the development and administration of Division goals, objectives, and procedures.
- Prepare clear concise reports and correspondence, maintain accurate records.
- Ensure city facilities and fleet are maintained according to established practices and procedures.
- Estimate and review proposed and completed project costs.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Analyze problems, identify solutions, propose actions and implement recommendations.

Special Requirements and Certifications:

Certifications resulting from educational achievement will be taken into consideration for advancement or promotional opportunities, such as;

- ASE Certifications; Engine Repair, Automatic Transmission and Transaxle, Manual Drive Train and Axles, Suspension and Steering, Brakes, Electrical/Electronic Systems, Heating and Air Conditioning, Engine Performance, Painting and Refinishing, Nonstructural Analysis, Structural Analysis, Mechanical & Electrical, Auxiliary Power Systems, Gasoline & Diesel Engines, Suspension and Steering, Preventative Maintenance.
- Bucket Truck
- Forklift
- Lead Abatement
- Crane Operation & Rigging
- Scissor Lift
- Facilities Maintenance
- Limited Electrical License
- Plumbing License

Supervisory Duties:

Provides direct supervision of maintenance workers, part time maintenance workers, and seasonal employees

Supervision Received:

Work under the direction of the Public Works & Development Director.

Contact with Others:

The Fleet and Facilities Manager will have frequent contact with the public, vendors, and contractors.