

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Fleet and Facilities Manager	Job Family: III
General Classification: Management	Job Grade: 25

Definition: Plan, organize, manage, and direct the operations of the Fleet and Facilities Section of the Public Works Department; coordinate activities with other divisions and departments; and provide highly complex staff assistance to the Assistant Public Works Director.

Supervision Received and Exercised: Receive direction from the Assistant Public Works Director; exercise direct and indirect supervision over assigned supervisors, technical staff, and clerical personnel.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Assist in the development, implementation, and communication of departmental goals, objectives, policies, and procedures; effectively communicate departmental goals, objectives, policies, and procedures, verbally and in writing, to policy-makers, City staff, and others.
2. Plan, organize, direct, and coordinate the acquisition, utilization, repair, and replacement of all City vehicles and power equipment.
3. Plan, organize, direct, and coordinate facilities activities, including building maintenance, custodial services, energy conservation, and facility capital planning.
4. Direct, oversee, and participate in the development of fleet and facilities work plans; assign work activities, projects, and programs; monitor work flow; review and evaluate work products, methods, and procedures.
5. Prepare the fleet and facilities program budgets; assist in budgeting implementation; participate in the forecast of additional funds needed for staffing, equipment, materials, and supplies; administer the approved budgets.
6. Prepare fleet service charges for operating departments and provide technical assistance to operating departments regarding the costing and proper utilization of their assigned fleet units.
7. Coordinate the resolution of inquiries, complaints, problems, or emergencies affecting the availability or quality of Fleet and Facilities services; respond to

Position Title: Fleet and Facilities Manager

Page 2 of 3

sensitive or complex inquiries or service complaints with a high level of customer service.

8. Oversee the development of the scope, cost, and, when approved, bid specifications for vehicle/equipment to be purchased.
9. Oversee the development of the scope, cost, and, when approved, bid specifications for facility-related maintenance, repairs, renovations, and improvements.
10. Participate in recommending the appointment of personnel; maintain high standards for the efficiency and professional operation of department; provide or coordinate staff training; evaluate personnel; work with employees to correct deficiencies; implement discipline procedures; and recommend employee terminations.
11. Research and prepare technical and administrative reports and correspondence concerning projects, services, contracts, and operations using proper sentence construction, punctuation, and grammar. Review and edit reports of assigned staff.
12. Ensure the work environment is in compliance with government safety and environmental standards.
13. Attend and participate in professional group meetings; maintain awareness of new trends, new technologies, and new developments aimed at operational efficiencies in the field of Fleet and Facilities; incorporate new development with approval as appropriate.
14. Effective use of computers and other technology.
15. Provide management support to other divisions in the absence of other Public Works managers.
16. Perform other related duties as assigned.

Minimum Qualifications:

Knowledge of: Principles and practices of management, leadership, and supervision; basic municipal accounting and budgeting practices; safety principles, practices, and procedures; report writing techniques; the use and operation of

Position Title: Fleet and Facilities Manager

Page 3 of 3

heavy equipment and mechanical equipment; materials, methods, tools, and equipment used in the maintenance of buildings and equipment; building and equipment maintenance procedures; computerized management systems.

Ability to: Plan and direct the operation and maintenance of City buildings and the City fleet, including a preventative maintenance program; analyze and interpret Federal and State regulations pertaining to the Fleet and Facilities Maintenance Section; analyze problems; identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals; prepare and review bid specifications; estimate job costs and keep neat and accurate records; supervise, train, and evaluate personnel; plan, organize, and assign the work of subordinate personnel; organize and conduct section training programs; observe safety rules; establish effective working relationships with employees, contractors, and the general public; communicate effectively, both verbally and in writing; use computers and applicable computer software.

Experience and Training Guidelines: A combination of relevant experience, education, and training that will satisfy the required minimum qualifications, knowledge, and abilities.

Four years of increasingly responsible experience in fleet and/or facility maintenance and management, including two years of supervisory responsibility. Possession of an AA degree in management, business, or closely related field. A bachelor's degree from an accredited college or university in public or business administration or related field is highly desirable.

Required Licenses or Certificates: Possession of a valid Class C California Driver License; possession of a valid Class B California Driver License is desirable.

Working Conditions: On occasion, this position may be required to work evenings and/or weekends as needed.

Established: February 2011

Revised: March 2019

HRD/CLASS SPECS
Fleet and Facilities Manager