

CITY OF MILWAUKIE

CLASSIFICATION: FLEET AND FACILITIES SUPERVISOR

Department: Sustainability

Grade Number: 26

FLSA: Exempt

Location: Johnson Creek Blvd.

Management, Supervisory, Confidential Group

EEO Category: 1 - Officials and Administrators

DESCRIPTION:

Coordinates, assigns, supervises, directs and inspects the operation and maintenance of the City's facilities and fleet maintenance programs, employees and contracts; develops and implements work plans, reviews work in progress and upon completion inspects for conformance to quality and contractual standards; performs the work of mechanics and facilities maintenance as required.

This position works under the supervision of the Sustainability Director. Exercises budget responsibility for the Fleet and Facilities division.

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.)

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Provides leadership through planning, organizing, directing and supervising all activities of the division to achieve goals within available resources related to Fleet and Facilities services.
2. Studies and standardizes procedures to improve efficiency and effectiveness of the operations of the division. Coordinates division activities with other departments and agencies as needed.
3. Plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress. Has authority to hire, evaluate performance and take corrective action as needed.
4. Prepares short and long term projects and work assignments; maintains records of materials and equipment used and work accomplished; responsible for accurate time entry and personnel reports as required.
5. Uses knowledge of energy conservation methods to advocate as well as make decisions and purchases resulting in energy savings; engages strategic partners such as Energy Trust and HVAC contractors to identify areas of energy methods and cost savings; reviews utility data to identify energy conservation opportunities.
6. Instructs employees in the appropriate materials, methods, tools, equipment and practices of the trade; supervises large or difficult building maintenance projects.
7. Evaluates the need for contracted services; prepares bid specifications; evaluates and selects vendors; negotiates and administers contracts; monitors and reviews for complete legal documents including title reports, environmental assessments, appraisals, lease agreements and purchase agreements.
8. Schedules, oversees and monitors the work of vendors and contractors related to fleet and facility maintenance.
9. Prepares and administers the division budget based on staffing and resource requirements and program objectives and goals. Monitors the budget to assure compliance with approved budget levels and standards.
10. Prepares and presents staff reports and other necessary correspondence for management and Council, state agencies and other organizations; supervises the preparation and maintenance of related reports, records and files; ensures the proper documentation of activities using current software tools.
11. Schedules, plans, and implements preventive maintenance schedules for all buildings, vehicles and mechanical equipment.
12. Oversees diagnoses of problems, repair and maintenance for buildings, grounds, vehicles and mechanical equipment.
13. Ensure maintenance of buildings, facilities and fleet in safe condition, ensuring compliance with state and federal regulations and safety requirements.
14. Oversees the purchase of equipment, parts, and supplies used for building, vehicle and mechanical system maintenance. Determines appropriate inventory to keep in stock.
15. Reviews and edits vehicle purchase assessments. Assists in preparing bids and purchase of new and used vehicles.

FLEET AND FACILITIES SUPERVISOR
PAGE 2 OF 4

16. Oversees annual Department of Environmental Quality testing ensuring all vehicles are in compliance including determining actions to take in order to achieve compliance.
17. Maintains positive public relations with customers and is responsive to customer needs.
18. Develops safe work habits and contributes to the safety of self, co-workers and the general public.
19. Performs other duties as required.

JOB SPECIFICATIONS:

(Job preparation and prior work experience requirements are minimum standards. Other equivalent combinations of education, training and experience will be considered.)

1. Job Preparation:

a) Education:

- i) High school diploma and two years of technical vocational training in automotive mechanics, construction, building crafts or closely related field; Associate's degree preferred; or
- ii) Any equivalent combination of education and experience.

2. Prior Experience:

a) Work Experience:

- i) Five years of progressively responsible experience in the building/construction fields and automotive/equipment maintenance field, including a minimum of two years of fulltime supervisory or lead work; or
- ii) Any equivalent combination of education and experience.

b) Necessary Knowledge, Skills and Abilities:

- i) Knowledge of fleet and facilities management practices, work order processing and record keeping; knowledge of the use of modern fleet and facilities equipment and diagnostic tools.
- ii) Knowledge of methods, materials, tools and standard practices of welding, machinist, automotive, construction equipment and the mechanic trade.
- iii) Knowledge of energy conservation methods and solutions.
- iv) Thorough knowledge of materials, equipment, methods and techniques used in the construction, maintenance and operation of buildings and facilities including carpentry, plumbing, limited electrical and heating, ventilation and air conditioning systems..
- v) Skill in identifying the tasks, methods, materials, equipment, and safety procedures utilized in the proper execution of building and facility maintenance.
- vi) Knowledge of contract administration including negotiations and specification preparation.
- vii) Knowledge of applicable federal, state and local laws, codes and regulations governing automotive and construction maintenance and repair.
- viii) Knowledge of and ability to provide a high level of customer service to the public and City staff, in person, over the phone and via electronic communication.
- ix) Working knowledge of the hazards and safety precautions common to municipal maintenance and repair activities.
- x) Working knowledge of the practices, methods, materials and tools used in equipment maintenance.
- xi) Knowledge of management and supervisory practices and principles.
- xii) Knowledge of fiscal management, including budget preparation, expenditure control and record keeping.
- xiii) Ability to establish and maintain effective preventative maintenance programs, policies and procedures.
- xiv) Ability to plan and oversee the work of others and coach and counsel employees.
- xv) Ability to develop, track and maintain statistics on repairs and maintenance records and inventory.
- xvi) Ability to oversee the fleet and facilities operations and make recommendations for increased efficiencies.
- xvii) Ability to develop goals and long range planning.

FLEET AND FACILITIES SUPERVISOR
PAGE 3 OF 4

- xviii) Ability to analyze and evaluate departmental operations and develop and implement plans to improve departmental efficiency.
 - xix) Ability to manage multiple projects often within tight timeframes.
 - xx) Ability to establish and maintain effective working relationships.
 - xxi) Ability to work as a team member and to cultivate a team climate.
 - xxii) Ability to perform the essential functions of the job.
3. **Special Requirements:**
- (a) Must possess, or be able to obtain by time of hire, a valid Oregon or Washington State Driver' License.
 - (b) Must be able to pass the City's security clearance standards.
4. **Tools and Equipment Used:**
- (a) Wide variety of tools used in the maintenance of building, vehicles and equipment.
 - (b) Computer and printer, fax machine and copy machines; Computer software including MS based word-processing, spreadsheet, and data base, telephones, mobile and portable radios.
5. **Supervision:**
- (a) This position supervises the Fleet and Facilities staff and others as may be assigned. Operates under the general direction and supervision of the Sustainability Director.
6. **Communications:**
- a) This classification involves frequent communication with other City departments, vendors, and customers regarding problems with equipment or vehicles, explaining equipment operation.
 - b) Communications are generally routine can be complex.
 - c) Communication rarely involves confidential or sensitive information.
7. **Cognitive Functions:**
- a) Work is performed highly independently with little direction. Policies and procedures exist. Person in this classification determines own practices and procedures by contributing to the development of new concepts.
 - b) Most problems are quite difficult requiring decision making with precedent occasionally available. An incumbent has significant control over the planning and performance of the work.
8. **Work Environment:**
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- a) While performing the duties of this job, the employee frequently works near moving mechanical parts.
 - b) The employee is occasionally exposed to wet and/or humid conditions, fumes, or toxic or caustic chemicals. (Safety equipment is provided.)
 - c) Work is primarily performed in an automotive shop environment although there is occasional exposure to outside weather conditions and occasional work at other City facilities
 - d) Frequently required to lift and/or move up to 25 pounds, and occasionally lifts weights up to 50pounds.
 - e) The noise level in the work environment is moderately noisy.
 - f) Regular hours of work are 7:00 a.m. to 4 p.m. Hours are subject to change to meet business needs.
 - g) May be called out at any hour to respond to emergency situations.
9. **Resource Accountability:**
- a) Positions in this classification have moderate influence over a high resource value including annual operating budget, supplies and materials inventory, and fleet equipment.
 - b) Persons in this classification are responsible to make purchasing decisions resulting in the most efficient solution for the lowest cost.

The job classification description does not constitute an employment agreement between the employer and employee and

FLEET AND FACILITIES SUPERVISOR
PAGE 4 OF 4

is subject to change by the employer as the needs of the employer and requirements of the job change.

Drafted: July 2016
Adopted: August 2016
Revised: January 2018