



## JOB DESCRIPTION

<b>JOB TITLE:</b>	Facilities and Fleet Manager		
<b>DEPARTMENT:</b>	Public Works	<b>DIVISION:</b>	
<b>REPORTS TO:</b>	Public Works Director		
<b>SUPERVISES:</b>	Fleet Mechanics and Custodians as assigned		
<b>FLSA STATUS:</b>	Exempt	<b>EFFECTIVE DATE:</b>	6/1/2018

### POSITION SUMMARY

Under general direction, this administrative position performs difficult work managing/supervising the day-to-day building functions of all sites owned and operated and/or leased by the City of Moorhead including overall maintenance, repair and custodial care of all facilities. This position also plans, implements, and oversees the fleet management program to include use, operation, repair, fueling and maintenance of all City vehicles and equipment and related work as required. This position exercises general supervision over assigned staff.

**ESSENTIAL FUNCTIONS:** *The essential functions of the position include, but are not limited to the following major duties performed. Duties are listed from most to least important.*

- Facilities Operations and Maintenance
  - Manage building and grounds operations, including preventative and cyclical maintenance, facility asset management and asset preservation, climate control systems management, and snow/ice removal on city-owned parking lot and sidewalk.
  - Handle directly, or direct staff to evaluate, maintain, diagnose and repair structural, operating, and mechanical and security systems of all city buildings and structures in conformance with city and state codes and Occupational Safety and Health Administration (OSHA).
  - Plan, assign, and oversee the operation, maintenance, and repair of building systems directly or through the services and activities of a contractor and/or maintenance/custodial staff.
  - Perform project management for new/renovation construction projects and maintenance projects including managing contractor services, supervision of work, and monitor project budgets.
  - Assists in evaluating and formulating short- and long-range goals of the division.
  - Hires and trains employees; evaluates employee performance; disciplines; resolves personnel issues.
  - Provides operational control over custodian positions.
  - Work with Department Directors, or designees, to manage building, security and custodial budgets in accordance with city policies and under the direction of the Public Works Director.
  - Oversee purchasing of supplies, tools and equipment for custodial, maintenance and construction purposes.
  - Prepare and submit building and maintenance related grant proposals.
  - Coordinate and attend planning meetings with engineers, architects, building planners, public officials and department representatives to discuss the upgrading and/or replacement of mechanical systems and equipment.
  - Manage facility project database.
  - Under Public Works Director's guidance, develop 5-Year Facility Capital Improvement Plan (CIP) and present to City Manager City Council for approval.

- **Fleet Management**
  - Assists Public Works Director in developing and implementing fleet management operating policies, procedures and programs including research and update of operating policies and procedures, oversee the development and maintenance of databases and records, and prepare analysis and reports relating to fleet management activities.
  - Plans and coordinates operations, activities and projects including preventative maintenance programs, vehicle/equipment replacement programs, and fleet information systems within the Public Works Department and with other City departments.
  - Oversees the repair functions, inspection and approval of all vehicle units before placement in service.
  - Manages the fleet and fleet maintenance budget by preparing for approval the annual fleet recapitalization program, reviewing and analyzing budget reports for future cost projections, and monitoring expenditures for budgeting purposes.
  - Evaluates fleet size and recommends changes, replacements, and additions.
  - Monitors compliance with federal regulations and legislation regarding transit operation and recommends changes to vehicle maintenance, repair and operation to ensure compliance and safety.
- Performs other duties as requested.
- Attendance at off-site courses/trainings/seminars may be required.

**Access to Not Public Data:** This position may encounter not public data in the course of these duties. Any access to not public data should be strictly limited to accessing the data that are necessary to perform the duties. While data are being accessed, this position should take reasonable measures to ensure the not public data are not accessed by individuals without a work reason. Once the work reason to access the data is reasonably finished, this position must properly store the not public data.

**Supervisory Position:** Performs or effectively recommends the hiring, transfer, suspension, promotion, discharge, assignment, reward, discipline, direction of work, and adjustment of grievances of subordinate personnel.

**MIMIMUM REQUIREMENTS:** *To perform this position successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the formal education, experience and training required.*

**Education and Experience**

- Bachelor’s degree in facilities management or related field
- Five years’ experience in facilities management or related field
- Experience managing fleets preferred

**Training, Certificates, and Licenses**

- Valid driver's license
- Certified Facility Manager and/or Certified Project Manager preferred

**KNOWLEDGE, SKILLS, and ABILITIES**

Thorough knowledge of the type and uses of tools, supplies, equipment, procedures and techniques used in maintenance, repair and construction activities; thorough knowledge of street maintenance and repair operations; thorough knowledge of city code and policies, state, federal and OSHA regulations; thorough knowledge of the occupational hazards and safety precautions of the work and related equipment operation; thorough knowledge of facilities management including mechanical, refrigeration, electrical, custodial, HVAC, automated building systems, security, staff, vendor and contract management; thorough knowledge managing projects through all phases including scope, schedule, budget and risk; thorough knowledge of multi-building facilities management; general knowledge of routine office practices, standard office equipment and applicable software packages; ability to read and understand technical documents such as engineering drawings and maps; ability to work effectively with the

public, contractors, public officials and staff; ability to plan and supervise the work of subordinates; ability to maintain records and prepare reports; ability to make sound decisions; ability to communicate effectively, both orally and in writing; ability to operate required equipment; ability to establish and maintain effective working relationships with city officials, associates and the general public.

**PHYSICAL REQUIREMENTS and WORKING CONDITIONS**

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of up to 50 pounds of force; work regularly requires speaking or hearing, frequently requires standing and occasionally requires walking, sitting, using hands to finger, handle or feel, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, tasting or smelling, pushing or pulling, lifting and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires working near moving mechanical parts, working in high, precarious places, exposure to outdoor weather conditions, exposure to the risk of electrical shock and exposure to vibration; work is generally in a moderately noisy location (e.g. business office, light traffic).

**NOTICE**

The above statements are intended to describe the general nature and level of work being performed by individuals employed in this job. They are not intended to be an exhaustive list of all duties and qualifications required of personnel in this job. The employer may and reserves the right to change the job description and establish, modify or eliminate job duties and responsibilities and jobs at its discretion with or without notice.

**REVIEW/APPROVALS**

I acknowledge reviewing this job description.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

I acknowledge reviewing and approving this job description.

\_\_\_\_\_  
Director

\_\_\_\_\_  
Date