

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

CLASS TITLE: FACILITIES AND FLEET DIVISION MANAGER
DEPARTMENT: GENERAL SERVICES AGENCY
REPORTS TO: GENERAL SERVICES AGENCY DIRECTOR
CIVIL SERVICE: YES

CLASS CODE: 3038
FLSA STATUS: E
DATE: 3/07
BARGAINING UNIT: MANAGEMENT

JOB SUMMARY:

Under general direction, develops and implements overall goals and objectives of the Facilities and Fleet Division of the General Services Agency; assesses facility needs and makes recommendations; develops and administers facility management programs and budgets; plans, organizes, directs and coordinates the activities of employees and others to include all building trades activities, maintenance, construction, capital projects, parking, janitorial, security, remodeling, communications; coordinates and supervises programs for the acquisition, utilization, maintenance, repair and replacement of the vehicle and equipment fleet of the County of Mendocino; and performs related work as required.

DISTINGUISHING CHARACTERISTICS:

The incumbent in this class is a Division manager and has the overall responsibility for planning and managing the work of the Division. This position is distinguished from the Assistant Facilities Supervisor in that the latter typically has responsibilities for one or more sections and programs within the Facilities and Fleet Division. This position is responsible for developing, implementing and managing the County's fleet of automotive vehicles and managing the technical, fiscal and personnel activities of the Division. It is expected that the incumbent will use considerable independent judgment and initiative to achieve Division objectives.

SUPERVISION EXERCISED:

Exercises direct and indirect supervision over supervisory and non-supervisory staff.

EXAMPLES OF DUTIES: *Duties may include but are not limited to the following:*

- Advises the General Services Agency Director on all matters pertaining to the functional areas within this position's responsibilities; makes recommendations on improvement to the Division's services and provides leadership to implement change; makes policy recommendations to the General Services Agency Director.
- Provides direction to subordinate managers, including evaluation of their work performance; ensures that subordinate staff is advised of departmental, County and other policies and procedures and that such policies and procedures are followed.
- Carries out supervisory responsibility in accordance with policies, procedures and applicable laws including: interviewing, hiring and training, planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
- Assist in the preparation of the Division budget and monitors expenditures and revenues; reviews and recommends subordinate managers' and supervisors' budget requests, determines level of service needed. Justifies and administers the Divisional budget and the County's accumulated capital outlay fund for vehicle replacement.
- Initiates and directs studies of programs efficiency and effectiveness to control costs and promote customer satisfaction with services rendered; plans, organizes and directs the delivery of services.
- Meets with representative from County departments and other agencies to discuss, review, and recommend service levels, standards and methods for provision of services from this Division.
- Confers with Division management and supervisory staff on fiscal, administrative support, personnel and safety issues; interprets and applies state and federal law and policies to the appropriate operational area.
- Oversees all aspects of construction projects.
- Develops, revises, interprets and enforces Divisional policies and procedures; devises systems and methods to accomplish the work and monitor the results pertaining to the processing of vehicle and equipment purchase requests, acquisition, assignment, usage, operation, repair, preventative maintenance, fueling and replacement of County vehicles.
- Evaluates vehicle and equipment needs of varied users; assesses automotive market data; performs economic analyses; investigates vehicle buying or leasing or other options including the impact of technological developments to meet user needs; develops specifications and makes recommendations on the selection of vehicles and equipment required for County transportation to provide public services.
- Coordinates with Departments to monitor the County's vehicle assets; makes recommendations to and receives feedback from Departments on improving customer service and accountability.
- Conducts utilization studies and evaluates the condition of the fleet on an ongoing basis; makes recommendations on the

size and composition of the fleet and establishment of replacement criteria; makes replacement decisions and conducts a vehicle disposal program, including auction management and forecasting salvage value of vehicles and equipment.

- Develops, coordinates and supervises by review, a comprehensive vehicle preventive maintenance and repair program for the County automotive equipment, heavy equipment and other special equipment.
- Monitors the operation of a computerized system for tracking vehicles and equipment, maintenance, parts inventory, fuel, shop labor, costs, utilization, billing and motor pool operations.
- Develops, directs, maintains and controls purchasing, dispensing and inventory management activities for parts and fuel inventories.
- Identifies and captures all of the County's costs of owning, operating and maintaining vehicles and equipment; develops rental rates and charge back policy for assessment to County Departments in order to recover the break even costs of operation, maintenance and replacement of County vehicles.
- Carries out supervisory responsibility in accordance with policies, procedures and applicable laws including: interviewing, hiring and training, planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
- Answers telephone calls, provides information and replies to written correspondence.
- Attends meetings with other departments as required.
- Performs other related duties as assigned

MATERIAL AND EQUIPMENT USED:

General Office Equipment Calculator Vehicle

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Associate's degree or 60 semester units from an accredited college or university with a emphasis in construction, building trades, project management, facility management, business, accounting; and six or more years of experience with major responsibility for the planning and delivery of large scale, diversified facility services such as: construction, maintenance, parking, janitorial, design and construction of projects, acquisition, utilization, maintenance, repair and replacement of a vehicle and equipment fleet, including at least two years of budget and/or fiscal responsibility and two years of supervisory management experience; or a combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

Valid California Driver's License

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Principles, practices, and methods of construction and building maintenance.
- Record keeping, report preparation, filing methods and records management techniques.
- Standard business arithmetic, including percentages and decimals.
- Basic budgetary principles and practices.
- Administration of staff and activities, either directly or through subordinate supervision.

Skill in:

- Using tact, discretion, initiative and independent judgment within established guidelines.
- Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.
- Applying logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate complicated policies, procedures and protocols.
- Using mathematics.
- Communicating clearly and effectively, both orally and in writing.
- Planning, organizing, assigning, directing, reviewing and evaluating the work of staff.

- Selecting and motivating staff and providing for their training and professional development.
- Preparing clear and concise reports, correspondence and other written materials.

Mental and Physical Abilities:

- Ability to read and interpret blueprints and construction drawings.
- Ability to read and interpret documents such as safety rules, operation and maintenance instructions, procedure manuals, etc.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions in written, oral, diagram or schedule form.
- While performing the essential functions of this job the employee is frequently required to sit, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, and speak and hear.
- While performing the essential functions of this job the employee is occasionally required to lift and/or move up to 20 pounds.

Working Conditions:

While performing the essential functions of this position the employee is occasionally exposed to fumes or airborne particles, work near moving mechanical parts, work in high precarious places, and toxic or caustic chemicals.

The incumbent's working conditions are typically loud.

This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.