



FACILITIES, FLEET AND PARK MAINTENANCE MANAGER

Class Code:
281

Bargaining Unit: MS&C

CITY OF LOMPOC
Established Date: Dec 27, 2014
Revision Date: Dec 1, 2014

SALARY RANGE

\$37.84 - \$45.99 Hourly
\$3,026.81 - \$3,679.11 Biweekly
\$6,558.10 - \$7,971.41 Monthly

DEFINITION/CLASS CHARACTERISTICS:

Under general direction, to plan, organize and direct the activities of the Facilities Maintenance, Fleet Maintenance, and Park Maintenance Divisions; and to perform related work as required.

CLASS CHARACTERISTICS:

The single professional class of **Facilities, Fleet and Park Maintenance Manager** prepares and monitors long-term plans to meet City-owned facilities, operated parks, and fleet needs. The incumbent is responsible for the overall management of the service, repair and preventive maintenance functions related to automotive, related mechanical, communications equipment, and facilities, real property assets and fleet vehicles; including acquisition, disposal, records & documentation, service, maintenance and repairs, security, and construction and remodeling of facilities. This position may represent the City on various boards or commissions dealing with parks issues.

ESSENTIAL FUNCTIONS/EXAMPLES OF DUTIES:

The following duties are typical of this classification. Incumbents may not perform all of the duties and/or may be required to perform specific additional or different duties from those set forth below to address business needs and changing business practices.

Manages, plans, organizes, and directs the work of fleet maintenance, equipment maintenance, facilities maintenance, and park maintenance functions; directs the work of communications repair personnel; plans, directs, organizes and implements the goals strategies, programs and activities of the divisions; establishes objectives, policies, procedures and performance standards to assure efficient and accurate divisional activities in compliance with department guidelines; reviews progress and makes changes in priorities and schedules as needed; prepares equipment specifications and recommendations; updates and maintains City fleet management system so as to provide preventive maintenance for City-owned vehicles in a cost effective manner; plans, schedules and solves problems related to City fleet issues; manages and oversees maintenance and repair needs as well as

vehicle replacement for the City; diagnoses complex mechanical troubles and determines extent of necessary repairs through subordinates; requisitions and/or purchases parts, supplies, and fuel; analyzes equipment operating records and costs; oversees the resolution of problems related to City facilities and real property issues; oversees facility repair needs, space allocation, improvements, construction, maintenance and security requirements; directs building maintenance activities of assigned City buildings; establishes regular servicing and preventive maintenance schedules; establishes scheduled replacement of equipment; ensures all assigned public facilities are in compliance with applicable codes; oversees and coordinates park projects and operations; provides effective professional liaison between the Parks division and the City, County and State agencies, professional and technical groups, citizen advisory groups and the general public; coordinates the resolution of inquiries, complaints, problems, or emergencies affecting the availability or quality of facility, fleet and parks services; ensures supervisors enforce safety practices; keeps time reports and payroll records; prepares annual budget estimates for equipment repair section; supervises expenditures from approved budgets; maintains accurate records of divisions & activities; periodically confers with City department representatives to ascertain equipment costs and replacement needs; manages and coordinates activities of staff; plans and organizes workloads and staff assignments; conducts performance evaluations and initiates and implements disciplinary actions as warranted; resolves grievances and other personnel matters; provides training and motivation to make full use of individual capabilities; in coordination with division supervisors, develops short and long-term planning for divisions; develops, administers and reviews divisions' operating and capital improvement budgets to assure progress towards and compliance with divisional goals; prepares and monitors budget and other fiscal tracking documents using computerized systems; may act as project manager on large capital improvement projects; negotiates leases and contracts on behalf of the City ensuring compliance with other governmental agencies' requirements regarding real property, construction, building operations, parks and vehicle fleets; oversees preparation of Requests for Proposals, monitors external contracts, reviews legal documents for completion including title reports, environmental assessments, appraisals, lease agreements, purchase agreements, easements and survey reports; represents the City to outside agencies, private developers, businesses, non-profit organizations, consultants and citizens' groups related to facility/property, fleet and parks management issues; operates City vehicles; conducts in-service training; develops quality and productivity programs; reviews applications and eligibility lists of applicants for employment; selects and appoints personnel; and performs related work as required.

PERIPHERAL FUNCTIONS: Facilitates cooperation with and between other departments. Performs other related work as assigned.

TYPICAL QUALIFICATIONS:

Include any combination of training, education and experience which demonstrates an ability to perform the duties of the position. The typical qualifying entrance background is:

EDUCATION: Bachelor's degree in business or related field with coursework in real estate law, negotiations, real estate appraisals, parks and recreation sciences, or systems management.

EXPERIENCE: Five (5) years of progressively responsible experience in real estate or facility maintenance/management or equipment maintenance, including at least three (3) years in a supervisory capacity.

LICENSE REQUIRED: Possession of a valid and appropriate California Driver's License.

KNOWLEDGE OF: Management and supervisory principles, practices and methods; principles of supervision and training; operating principles of automotive equipment and techniques of

repair and maintenance; practices, principles, and procedures of facility, fleet and real estate asset management; principles of preventive maintenance of equipment and facilities; fiscal management including budget development and maintenance, preparation, expenditure control and record keeping; parks operations and management; performance measurement systems and using data to improve efficiency and effectiveness of facility, fleet and parks services; computer applications and use for facilities and fleet management activities, including work order applications and financial applications; negotiation of leases and contracts; laws, rules, and regulations applicable to assigned operations; building construction, building mechanical and security systems and fleet maintenance; long-range planning and policy development and review; current automotive trends, specifications and standards; basic math; recordkeeping; proper methods, materials, tools and equipment used in facilities, fleet and parks maintenance; methods, terminology, documents and techniques used in the real estate profession including property acquisition, lease agreements and right-of-way easements; and appropriate safety precautions and procedures.

ABILITY TO: Plan, organize and oversee assigned work programs, including monitoring work schedules and evaluating the work of subordinates; manage multiple projects and prioritize work with available resources using multi-tasking skills; plan, organize, and direct the operations of equipment maintenance and repair, facilities maintenance, and park maintenance; apply long-range planning methodology and determine the City's long-range facility and fleet needs; utilize computer applications at a high level of proficiency; estimate costs, develop and implement a budget; keep accurate and concise records; prepare detailed and accurate reports; use computer systems to communicate, manage maintenance records and track budgets and expenditures; communicate clearly and concisely orally and in writing; perform mathematical calculations at the level required for successful job performance; operate a vehicle observing legal and defensive driving practices; understand and carry out oral and written instructions; read and interpret legal descriptions, escrow title documents, survey notes, plot plans, plat maps, property maps, blueprints, plans, and specifications; and establish and maintain effective relationships with those contacted in the course of work.

SUPPLEMENTAL INFORMATION:

PHYSICAL AND MENTAL/PSYCHOLOGICAL DEMANDS: *The conditions herein 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.*

PHYSICAL: Strength category: Light-exert force to 25 pounds occasionally or 10 pounds frequently, or negligible force constantly to lift, carry, push, pull, or move objects. May involve significant standing, walking, pushing, and/or pulling. Frequent sitting. Occasional standing, walking, bending, stooping, climbing stairs, reaching at, above and below shoulder level, extending the neck upward, downward and side to side, pushing, pulling, twisting at the waist, handing, gripping, grasping, fingering, typing. **Vision:** visual acuity sufficient to perform the essential functions of the position; must be able to accurately recognize colors; average depth perception needed. **Hearing:** ability to hear/comprehend oral instructions and communication.

MENTAL/PSYCHOLOGICAL: Work cooperatively and interact appropriately with those contacted in the course of work, including the general public, management, staff, City officials, consultants, media, citizen advisory groups, city, county and state agencies, and vendors; utilize complex reading, writing, and math skills; read and interpret complex data; communicate effectively orally and in writing; thoroughly analyze and solve problems; investigate and resolve interpersonal conflicts; exercise sound judgment; respond quickly to changing priorities; perform effective multi-tasking; work under pressure; establish priorities and work within deadlines; supervise the work of others; and train other workers.

ENVIRONMENTAL CONDITIONS: Constantly works indoors. On rare occasion works outdoors. Frequent use of a computer, facsimile, electronic copier, and printer. Occasional use of an adding machine, calculator and other modern office equipment. Occasionally drives City vehicles to attend meetings at various City facilities, meeting sites, and public and private events. Works both alone and with others. Occasional exposure to dust, fumes, gases and odors, excessive noises, solvents, grease or oil, slippery or uneven walking surfaces, flames or smoke. On rare occasion exposed to extreme temperatures, electrical energy.