



## CITY OF CITRUS HEIGHTS

### FACILITIES AND FLEET SUPERVISOR

#### **DEFINITION**

To plan, organize, direct and supervise operations and maintenance of city owned facilities and grounds; to maintain the citywide vehicle fleet; and to perform a variety of technical tasks relative to assigned area of responsibility.

#### **DISTINGUISHING CHARACTERISTICS**

This position provides supervisory and technical oversight in the areas of facilities and fleet management, operations and capital replacement. This class is distinguished from that of a Fleet Technician and Maintenance Worker by performing the more complex and advanced duties in a supervisory capacity.

#### **SUPERVISION RECEIVED AND EXERCISED**

- Receives general supervision from the higher-level management staff and/or the General Services Director, or designated.
- Exercises direct supervision over assigned technical, maintenance and custodial staff.

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

- Plan, coordinate and supervise day-to-day maintenance, repair, cleaning and construction of city-owned and operated facilities and grounds.
- Provide for and oversee building, office, and work space alterations, modifications and other services which may be contracted, consistent with the City's purchasing policy and public works contracting code
- Plan purchases for needed products and services; seek bids; prepare requests for proposals; review and approve qualifications of vendors and service providers; process bills, invoices, purchase orders and contractual agreements for related functions in a timely manner; and, maintain appropriate records and files.
- Forecast and develop multi-year capital and maintenance work plan for facilities and grounds.
- Plan, coordinate and correct safety issues related to buildings, facilities or grounds; report and investigate accidents; file appropriate reports; arrange for repairs; submit insurance claims; correct related safety hazards; and, oversee building safety and emergency evacuation plan.
- Maintain and store chemicals in safe manner and in compliance with regulations; oversee appropriate usage; provide chemical and safety hazard information to users and ensure regular reporting as required.
- Plan, coordinate and supervise citywide fleet (field staff vehicles and equipment, general use and Police Department); ensure vehicles and equipment are maintained in safe operating condition; provide for fuel and other daily operation needs;
- Maintain proper vehicle registration, smog, insurance, maintenance and repair records and other necessary documentation.
- Coordinate with appropriate staff for the planning, selecting and purchasing of new/replacement vehicles and equipment.

- Report and investigate vehicular accidents or near accidents; file appropriate reports; arrange for repairs; submit insurance claims; and, correct related safety hazards.
- Utilize appropriate software system(s) to properly track, monitor and create records and work orders to support management of facilities and fleet maintenance and operations.
- Recommend, develop and monitor contracts to provide for maintenance of city fleet and equipment as needed.
- Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for projects, equipment, staff and services; and monitor and control expenditures.
- Recommend and assist in the implementation of goals and objectives; establish schedules and methods for operational activities; implement policies and procedures.
- Plan, prioritize, assign, supervise and review the work of staff involved in assigned operations; conduct performance evaluations; participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; and, implement discipline procedures.
- Evaluate operations and activities of assigned responsibilities and personnel; recommend improvements and modifications; prepare various reports on operations and activities.
- Monitor changes in laws, regulations and technology that may affect maintenance and operations.
- Attend regional and/or state conferences and trainings relative to facility management and fleet operations, including those which support alternative fuel/fleet electrification programs.
- Recommend the appointment of personnel; provide and/or coordinate staff training and conduct performance evaluations.
- Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.
- Perform related duties as assigned.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of facilities management, public contracting law, California building codes, fleet and ground maintenance,
- Equipment, tools and materials used in vehicle, grounds and building maintenance.
- Principles of supervision, training, and personnel management.
- Principles of budget monitoring.
- Principles and practices of safety management.
- Pertinent local, State and Federal laws, ordinances and rules.
- Security, service and operations needs associated with public facilities.
- Health, fire, and safety codes and emergency procedures affecting the use of public facilities/grounds.
- Correct English usage and writing styles appropriate for print use.
- Techniques and methods of effective oral and written presentation.

- Computer applications related to desktop publishing, word processing, general office methods, equipment use and procedures.
- Federal and state laws and regulations related to access for individuals with disabilities with regards to programs and facilities.
- Principles of contract management and oversight.
- Principles of public works contract code and developing bid and proposal documents.

**Ability to:**

- Organize, implement and direct facilities, fleet and grounds operations and activities.
- On a continuous basis, know and understand all aspects of the job; analyze budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve division related issues; and explain and interpret policy.
- Exercise independent judgment and initiative; manage projects and multiple priorities effectively
- On a continuous basis, sit at desk for long periods of time; intermittently twist, bend and reach to investigate facility issues; push and pull equipment; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 50 pounds or less.
- Interpret and explain pertinent City and department policies and procedures.
- Manage safety programs; investigate accidents; develop preventative and corrective action plans; store and use chemicals safely; and, train staff in safety practices.
- Research and seek bids for needed services; review qualifications and contracts; monitor and oversee contracts for services.
- Assist in the development and monitoring of an assigned program budget; process and reconcile bills and invoices for assigned operations.
- Supervise, train and evaluate personnel.
- Problem solve, diagnose equipment, vehicular and facility issues or deficiencies; use a variety of tools; perform or arrange for maintenance functions repairs as appropriate; use analytical skills to problem solve and determine appropriate corrective actions.
- Develop and recommend policies and procedures related to assigned operations.
- Use principles of effective office and building safety including use of equipment in a proper and safe manner, use of preventative personal ergonomic techniques, and maintenance of safe housekeeping in personal and common workspaces.
- Provide high quality, economical services to the Citrus Heights community, placing emphasis on responsive customer service.
- Demonstrate a civic entrepreneurial spirit by generating new, innovative ideas and development of better methods to accomplish tasks and complete projects.
- Foster an environment that embraces diversity, integrity, trust and respect.
- Be an integral team player, which involves flexibility, cooperation and communication.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Work with various cultural and ethnic groups in a tactful and effective manner.

- Communicate clearly and concisely, both orally and in writing.
- Supervise, train and evaluate assigned staff.
- Operate personal computer with proficiency and familiarity.

### **Experience and Training**

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Three (3) years of increasingly responsible experience in building trades, maintenance, fleet management, including one (1) year of responsibility in a lead and/or supervisory role.

**And:** Equivalent to the completion of twelfth grade.

**Note:** Additional college course work and/or certifications in public administration, business administration, construction management, fleet services/management or a related field is desirable. Coursework from an accredited college, vocational training school, certification program or military training program in facilities, maintenance, construction, or other area or field closely related to the intent of the class may be substituted for up to two years of the required experience on the basis of 2.5 semester units (3.75 quarter units) are equal to one month of experience.

### License or Certificate:

Must possess a valid California driver's license and proof of automobile liability insurance as required by the position.

Gain certification in various specialized maintenance, construction and emergency tools as required by OSHA and needed by the organization.

### PHYSICAL/SENSORY REQUIREMENTS

On a continuous basis, sit at a desk. Intermittently twist and reach office equipment; write and use keyboard to communicate through written means; run errands; lift or carry weight of 50 pounds or less.

<b>File:</b>	Facilities and Fleet Supervisor
<b>FLSA:</b>	Exempt
<b>Created:</b>	1/1/02
<b>Revised:</b>	7/29/03 Added Section 504 language
<b>Revised:</b>	07.12.2023 – Renamed and revised from Facilities and Grounds Supervisor