

Title: Maintenance Director – Fleet & Facilities
Department: Maintenance
FLSA Status: Exempt
Reports to: City Manager
Salary Grade: 140

Minimum Qualifications

- A. Education and Experience:
High school diploma or GED required. Bachelor's Degree with major coursework in civil, mechanical, electrical, or industrial engineering preferred. Five (5) years progressively responsible experience in a large-scale program of automotive equipment maintenance, facilities maintenance experience with at least three (3) years experience in a responsible supervisory capacity. A comparable amount of training, education or experience may be substituted for the minimum qualifications.
- B. Certifications:
Class "B" Commercial Driver's License
Florida Building or Electrical license
Florida General Contractor license
ASE Certification in truck or automotive field
At least two of the above licenses/certifications required.
- C. Knowledge, Abilities, and Skills:
Knowledge of principles and practices in the management, operation, care and repair of buildings, facilities, and equipment. Knowledge of building designs and construction practices. Ability to read blueprints and specifications. Must have knowledge of the modern methods of maintaining and repairing vehicular equipment, road construction and other specialized heavy equipment. Knowledge of the operating principles and maintenance of gasoline and diesel powered engines. Proficiency in Microsoft Office Suite required. Knowledge of inventory management system software and fueling technologies software preferred. Working knowledge of OSHA standards. Thorough knowledge of principles and practices of effective management, administration, and governmental budget procedures. Excellent interpersonal skills and oral and written communication skills required.

General Description

This is managerial, administrative, and technical work in the maintenance of City facilities, vehicles, and equipment. Work is performed under the general direction of the City Manager.

Essential Functions

1. Plans, develops, and implements a comprehensive program for the general maintenance, repair, and operation of City facilities, vehicles, and equipment.
2. Sets priorities, approves work schedules, and inspects work in progress and on completion. Supervises staff and contractors that perform maintenance functions.
3. Assists in the development and implementation of performance and safety standards in accordance with OSHA guidelines. Plans and conducts safety training.
4. Supervises and appraises staff effectively. Acts on administrative and personnel matters in accordance with company policy.
5. Assists in the preparation of construction designs, standards, and specifications. Makes estimates of time and materials necessary for the completion of projects.
6. Responsible for developing preventative maintenance and replacement plans for facilities, vehicles, and equipment. Ensures that maintenance work is performed in a safe and timely manner.
7. Provides technical assistance as needed. Establishes and maintains maintenance records and work orders.
8. Inspects facilities, vehicles, and equipment for problems and critical defects.
9. Monitors energy and fuel use. Provides proposals and reports to implement more sustainable and cost effective practices.
10. First responder in the event of emergencies and responds 24 hours a day 7 days a week as appropriate (flooding, equipment failures, hurricanes, etc.).
11. Acquires and distributes fuel for the City fleet; maintains fuel station and recommends fuel distribution parameters.
12. Prepares the department budget.
13. Protects assets by establishing, monitoring, and enforcing internal controls.
14. Controls and maintains inventory levels for parts and supplies.
15. Prepares and maintains reports, warranty compliance, TSBs, and service requirements related to the City fleet.
16. Participates in the development of policies and programs related to department operations.
17. Ensures compliance with federal, state, and local legal requirements by researching existing and new legislation. Advises management of actions and potential risks.
18. Keeps up-to-date on information and technology affecting functional areas to increase innovation and ensure compliance.
19. Complies with OSHA Safety and Health rules.
20. Performs other duties as assigned.

Essential Physical Skills

Acceptable eyesight, hearing (with/without correction), smelling, moderate lifting and carrying (up to 100 lbs.), reaching, pulling, pushing, walking, sitting, standing, kneeling, bending, balancing, stooping, climbing, crawling, driving, and operating equipment. Reasonable accommodations will be made for otherwise qualified individuals with a disability.

Environmental Conditions

Works inside and outside in various weather conditions with dust, dirt, noise, fumes, grease, oils, electrical energy, slippery surfaces, and vibrations. Works in or with moving objects.

Key Competencies: Integrity, Initiative, Judgment, Professional Knowledge, Communication (oral and written), Safety Awareness.