

Facilities Fleet Manager Specialist

Facilities Services

Annual-\$37,731 Post date: 3/18/2013

JOB SUMMARY

This position is responsible for assisting maintenance technicians and the Fleet Manager in their respective daily operations. This position also supervises County Jail inmates on work projects.

ESSENTIAL JOB FUNCTIONS

- · Coordinates and supervises County Jail Inmates on work projects
- · Monitors and repairs exterior building lighting systems
- Performs minor carpentry work, including building wooden shelves and fencing
- Assists Maintenance Technicians with maintenance related calls
- Delivers supplies when needed
- Escorts Contractors while on County Property
- Assists the Fleet Manager with the Faster Fleet Management Computer Program
- Prepares County vehicles for auction
- Delivers County owned vehicles for repairs
- Accepts new vehicles and inputs them into the Fleet database
- Responsible for minor repairs to County fleet vehicles
- Able to report regularly for work and be on time.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of building maintenance policies and procedures.
- Knowledge of HVAC, plumbing and electrical system installation, repair and maintenance procedures.
- Skill in the use of hand and power tools.
- Skill in carpentry and painting.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The supervisor assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include county and department policies and procedures. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied facilities maintenance duties. The variety of systems to be maintained contributes to the complexity of the position.
- The purpose of this position is to participate in the maintenance of county facilities. Success in this position contributes to safe and well maintained facilities.

CONTACTS

- Contacts are typically with co-workers, other county personnel, vendors, contractors, and park visitors.
- Contacts are typically to provide services, to give or exchange information, and to resolve problems.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while intermittently sitting, standing, stooping, walking, bending or crouching. The employee frequently lifts light and heavy objects, climbs ladders and uses tools or equipment requiring a high degree of dexterity.
- The work is typically performed in an office and outdoors, occasionally in cold or inclement weather. The employee is exposed to machinery with moving parts. The work requires the use of protective devices such as masks, goggles, gloves, etc.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position exercises functional supervision over County Jail Inmates who are assigned to the Skills Program.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years experience or service.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Texas for the type of vehicle or equipment operated.

PAY GRADE AND FLSA STATUS

•	Pay Grade:	16	FLSA Status:	Non-exempt

Date Created: _____ Approved by: _____

•	Date Revised:		Approved by:	
---	---------------	--	--------------	--

JOB DESCRIPTION CERTIFICATION

I certify that I have read and understand this job description and that it is an accurate description of my work.

Employee's Signature

Print Name

Date

I certify that I have read and understand this job description and that it is an accurate description of this employee's work.

Supervisor's Signature

Print Name

Date

Galveston County will provide equal employment opportunity for all qualified applicants and current employees without regard to race, color, religion, ancestry or national origin, genetic information, disability, Vietnam era and disabled veteran status, age or sex (except where age or sex is a bona-fide occupational qualification), and marital status in human resources matters, including recruitment and hiring, training, promotion, salaries and other compensation, transfer and lay off or termination. In the implementation of this policy, we will actively seek persons for all job levels within the organization and outside the organization through promotions and recruitment from all races and genders. In addition to these protected categories, Galveston County complies with the anti-discrimination statutes in each of the localities in which it operates. Galveston County recognizes its duty to comply with the American with Disabilities Act and when applicable, the Rehabilitation Act of 1973. Contact the Human Resources Department with questions regarding ADA accommodations or discrimination issues at (409) 770-5418.