



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.

