

CITY OF SANTA ANA

JOB TITLE

Corporate Yard Facilities/Fleet Services Manager (MM)

JOB CODE

04780

DEPARTMENT

Finance & Management Services Agency

TITLE OF IMMEDIATE SUPERVISOR

Executive Director, Finance
& Management Services

JOB SUMMARY

Plans, manages and directs Fleet Maintenance operations and the day-to-day activities of the City's Corporate Yard, including Landlord Services and the Stores Supply Warehouse.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Administers and directs Fleet Maintenance section in the maintenance and purchase of City vehicles; coordinates scheduled replacement of the City's fleet.

Administers and supervises an operational team performing landlord services for those City programs renting space at the Corporate Yard.

Provides Stores Warehouse Supply services and asset inventory control for all City departments.

Develops, administers and monitors division budget for the Fleet Maintenance Shops, City's Equipment Replacement Program, City's Corporate Yard and Stores Supply Warehouse.

Develops and recommends service fees, rental rates and overhead charges which are appropriate to recover program costs, yet remain competitive with private industry.

Represents the department in City-wide energy conservation planning, air quality programs, and participates as a member of committees, such as recycling, safety and disaster preparedness.

Prepares Council agenda items.

Plans for and secures required industrial and environmental permits and licenses for City program activities.

Establishes Division goals and objectives, incorporating Total Quality Service principles into Division procedures and practices.

Supervises staff of the Corporate Yard Facilities/Fleet Services Division.

Performs other related functions as required.

DISTINGUISHING FEATURES OF THE CLASS

This single position middle-management classification reports to the Executive Director of Finance & Management Services Agency and is responsible for the effective and efficient operations of the Corporate Yard Facilities/Fleet Services division.

RECOMMENDED MINIMUM QUALIFICATIONS

Five years of progressively responsible supervisory or administrative experience in governmental fleet maintenance and/or multi-facility management. Graduation from an accredited college or university or an industrial education program with specialization in electrical, mechanical or construction engineering or related field, may be used in combination with experience and training to meet the requirements.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: principles and practices of management and supervision; preventive fleet and equipment maintenance, preventive building and facility maintenance, computerized equipment management systems, service and repair methods for buildings and equipment; budget preparation and inventory control procedures.

Ability to: analyze and recommend budgetary needs; develop standards, policies and procedures; successfully negotiate tenant issues; prepare and present comprehensive reports, both in writing and orally; establish and maintain cooperative work relationships; supervise effectively.

CHARACTERISTICS OF SUCCESSFUL PERFORMERS

The successful performer is well organized, has high ethical and professional standards and has excellent interpersonal and communication skills. This highly motivated leader is concerned with development of employees, is customer service oriented, demonstrates good judgment in making decisions, and operates in a manner that is in the best interests of the City.

ADA approved: 10/03
Revised: 10/03