

FLEET/PROPERTY MANAGER

KIND OF WORK: Responsible administrative work managing the County's road equipment and building assets assigned in the St. Louis County Public Works Department.

DISTINGUISHING FEATURES OF WORK: An employee in this class is responsible for managing the property maintenance functions and directing the acquisition, utilization and maintenance of road machinery, motor pool vehicles and any associated assets assigned in the County Public Works Department. Duties include monitoring the status of building systems and structures and directing maintenance activities; preparing recommendations and specifications for new equipment; directing the utilization/assignment of equipment resources; managing comprehensive maintenance and parts inventory programs; and supervising maintenance staff. The work is performed independently in accordance with established property management policies and procedures under the general direction of the Deputy Public Works Director.

ILLUSTRATIVE EXAMPLES OF WORK: (*) designates tasks which have been identified as essential job functions.

1. Directs the acquisition, utilization and maintenance of road machinery, automotive and related mechanical equipment assigned in the Public Works Department and Motor Pool to achieve a cost effective asset management program.
2. Prepares recommendations and specifications for new equipment acquisitions and performs needs assessments and budget planning for future purchases.
3. Establishes and monitors procedures and guidelines for equipment maintenance and repair activities, monitors scheduling of preventative maintenance, directs the administration of efficient parts inventory programs, and monitors the design and maintenance of equipment for safe operation.
4. Performs inspection of equipment maintenance projects and activities and provides administrative direction on maintenance issues and problems.
5. Coordinates equipment acquisition, utilization and maintenance functions with department and other agency staff.
6. Monitors operating status and directs maintenance of mechanical, electrical, structural, heating and security components of assigned facilities.
7. Evaluates maintenance requirements, monitors preventative maintenance schedules, determines short and long range facility needs, and prepares recommendations for capital expenditures.
8. Assigns, directs and coordinates the work of assigned department staff, structures and schedules work activities and approves leaves and overtime; establishes performance standards and appraises work performance; administers employee counseling and effectively recommends discipline/corrective action; administers training programs for staff; exercises discretionary authority in selecting candidates for employment; and represents management in the first step of the grievance procedure.
9. Directs the processing of equipment purchase records and preparation of equipment inventory, maintenance and inspection records.
- *10. Demonstrates punctual and reliable attendance in accordance with designated work schedule.
- *11. Communicates, monitors and enforces compliance with safety rules, laws, and practices; ensures proper safety equipment and procedures are used in all operations under his/her supervision.
12. Performs related work as required.

(OVER)

REQUIREMENTS OF WORK:

Thorough working knowledge of principles of effective property and fleet management; to include budgeting, purchasing, utilization, maintenance and inventory control.
Ability to effectively coordinate equipment utilization and maintenance activities.
Ability to effectively organize, direct and control the work performed by department staff.
Ability to effectively direct the preparation of fleet maintenance, inventory, cost control and inspection records.
Ability to establish and maintain effective work relationships with department staff, other agency staff and the public.

MINIMUM QUALIFICATIONS FOR WORK:

Three (3) years full-time, paid, supervisory experience in a management position responsible for directing the procurement, assignment/utilization and maintenance functions for a large inventory of motorized road and/or road construction vehicles; OR, graduation from an accredited four year college with major course work in business administration, mechanical or industrial engineering or related field plus paid work experience in some facet of motorized vehicle fleet operations.
Possession of a valid driver's license.