

Sacramento Suburban Water District Classification Specification

Job Class: Facilities and Fleet Specialist

FLSA Status: Non Exempt

Supervisor: Operations Manager

Effective Date: April 2017

Definition/Distinguishing Characteristics

Under minimal supervision, this advance journey level position performs the most complex duties related to the maintenance and repair of District facilities, security services and systems, landscaping and equipment. It is distinguished from the Maintenance Technician II by the performance of more complex and specialized duties which include maintenance and administration of the District's fleet program and vendor contracts.

Examples of Duties

The following duties are typical for this classification. Depending upon the assignment, the employee may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices. Management retains the right to add, remove, or change duties at any time.

- Performs general building maintenance duties including light carpentry, painting, masonry, electrical work, mechanical work, plumbing work and other general minor repairs and preventive maintenance at all District facilities.
- Maintains landscaping at all District facilities including reviewing work done by landscape contractors, monitoring performing light repairs to computerized watering system, and monitoring weather station maintenance; also has programmatic responsibility for landscaping contractors, including preparing Requests for Proposals, reviewing bids, interviewing bidders, negotiating as necessary, recommending awarding contract to the appropriate responsible bidder, and monitoring quality of work performed.
- Handles all aspects of facility rentals including meeting with prospective renters, collecting rental fees and security deposits, insuring all contract requirements are met, conducting post-event inspection, and providing deposit refund, if applicable.
- Oversees building security, including issuing and tracking access cards, keys and remote control devices, and responding to after-hour alarm calls also has programmatic responsibility for security service contractors, including preparing Requests for Proposals, reviewing bids, interviewing bidders, negotiating as necessary, recommending awarding contract to the appropriate responsible bidder, and monitoring quality of work performed.
- Oversees building maintenance and janitorial services performed by contractors, including preparing Requests for Proposals, reviewing bids, interviewing bidders, negotiating as necessary, recommending awarding contract to the appropriate responsible bidder, and monitoring quality of work performed.
- Schedules inspections and maintains current permits for pressure vessels and fire extinguishers and oversees stocking of all first aid kits.

- Monitors Business Environmental Resource Center (BERC) guidelines in an ongoing effort to reduce the District's carbon footprint.
- Collects inventory surplus items, determines value, and handles all aspects of sale and collection of sale proceeds.
- Administers the District's vehicle fleet program, including maintaining vehicle maintenance schedule and coordinating repairs, scheduling monthly Biennial Inspection of Terminals (BIT) Program inspections and required smog and opacity tests, purchasing approved vehicles and accessories, insuring all vehicles have property safety devices, managing fuel cards and tanks, and performing minor vehicle repairs.
- Establishes, maintains and insures compliance with maintenance schedule for all equipment pursuant to the District's preventative maintenance program, and establishes and maintains all repair and maintenance records.
- Tracks and reports running hours of all portable equipment over 50 HP to the Air Resources Board (ARB) and uses the ARB on-line reporting system, DOORS, to comply with reporting requirements under the "Regulation for In-Use Off-Road Diesel Fuel Fleets."
- Oversees all approved equipment and accessory purchases; performs instructional demonstrations on new equipment for field staff.
- Performs minor equipment repairs; arranges for major repairs and maintenance, and the repair and maintenance of large equipment.
- Provides forklift training and certification for all field staff and tracks certification renewals and requirements.
- Tracks expenditures and makes annual budget recommendations.
- Orders and issues employee uniforms and equipment.
- Orders cell phones and accessories for District staff; assists in installing modems and computer power in District vehicles; maintains and updates District's phone/radio contact list.
- Investigates and develops new vendors while maintaining relationships with current vendors.
- Expedites procurement of needed materials and supplies during emergency situations.
- Prepares, processes and assists in the production of formal purchasing bids.
- Verifies accuracy of shipments, reports problems and/or discrepancies to vendors, and verifies accuracy of amounts billed against the bid/quote prices.
- Organizes the delivery of purchased items.
- Completes assigned paperwork and creates written reports as assigned.
- Complies with all District policies, procedures, rules and regulations including all safety standards.
- Maintains regular attendance and adheres to prescribed work schedule to conduct job responsibilities.

Mental and Physical Requirements

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- Operates a forklift and a motor vehicle for delivery and distribution of equipment and supplies.
- Travels frequently by automobile in conducting District business.

- Communicates orally with District management, coworkers, and the public in face-to-face, one-to-one, and group settings.
- Regularly uses a telephone and e-mail for communication.
- Regularly uses office equipment such as computers, copiers, and fax machines.
- Ability to carry, reach and lift supplies and equipment weighing up to 50 pounds.
- Ability to push, pull and maneuver supplies and equipment of varying weights and configurations.
- Ability to stoop, kneel, crouch, crawl and climb during the storage and distribution of equipment and supplies and while performing maintenance and repair duties.
- Ability to stand and walk for extended time periods and on uneven terrain.
- Works out-of-doors as needed in all weather conditions with exposure to dust, dirt, water and significant temperature changes between cold and heat.
- Hearing and vision within normal ranges with or without correction.
- Occasionally may be required to change working hours or work overtime.
- Must wear CalOSHA approved protective footwear with a minimum ANSI I/75 or equivalent ASTM rating.

Qualifications

Knowledge Of:

- Methods, tools, equipment and materials commonly used in general maintenance and repair work.
- Basic electrical and plumbing repair methods.
- Operation of mechanical and motorized equipment.
- Basic industry terms.
- Basic accounting procedures.
- Proper work safety standards.
- Common office computer software and database programs, including the Microsoft Suite of Programs (Word, Excel, Outlook, Access and PowerPoint), and Fleet Maintenance software.

Ability To:

- Perform a variety of work assignments in the maintenance and repair of District facilities, landscaping and equipment.
- Operate motor vehicles, forklift and various power-driven equipment.
- Maintain accurate records and prepare reports.
- Follow directions, both verbal and written.
- Communicate clearly and concisely, both orally and in writing.
- Deal tactfully and courteously with the public.
- Follow oral and written directions.
- Establish and maintain cooperative working relationships with co-workers, outside agencies, vendors, consultants/contractors and the public.
- Pass pre-employment physical, drug and alcohol examination, and background check.

Education, Experience, Licenses and Certifications:

Required:

- High school diploma or equivalent.
- Valid California Driver's License issued by the Department of Motor Vehicles.

- Proof of good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two (2) years duration. The driving record will not contribute to an increase in the District's automobile rates. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.
- State of California Certified Forklift Instructor.

Incumbent must complete training hours required to maintain the required certification as a condition of continued employment.

Desirable:

Any combination of education and experience which would likely provide the desired knowledge and abilities is acceptable. A typical way to obtain the knowledge and abilities would be:

- Four (4) years of experience in the maintenance and repair of facilities, landscaping and equipment at a level equivalent to the Maintenance Technician II.
- Certified Building Operator, Level 1.
- State of California Water Distribution Operator Certificate Grade D1 or D2.

The specific statements shown in each section of this class specification are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.