

## **JOB DESCRIPTION**

**JOB TITLE:** FLEET & FACILITIES MANAGER  
**EMPLOYER:** WEXFORD COUNTY ROAD COMMISSION (EOE)  
**ADDRESS:** 85 W M-115, BOON, MI 49618  
**SUPERVISOR:** ASSISTANT SUPERINTENDENT & SUPERINTENDENT

### **POSITION SUMMARY:**

Under the general supervision of the Assistant Superintendent, this position is responsible for maintaining equipment, building and yard areas. Supervising and directing the mechanics and additional personnel as assigned. Responsible for parts and fuel inventory and is proficient with inventory, work order, purchase order software.

### **EXAMPLES OF DUTIES AND REQUIREMENTS:**

Plans, directs, and supervises the activities and operations of assigned staff, including contractors

Represents the Road Commission with supplies, contractors and various related groups

Inspects buildings, equipment, utility systems and facilities to determine needed repairs and maintenance and ensure they are kept in a state of good repair

Consults with management, staff and outside contractors to coordinate, procure, prioritize, and schedule work

Oversees contractor's work, ensures contractor compliance with terms and conditions of agreements

Analyzes, investigates, and responds to issues and concerns

Develops and prepares work schedules, generates work orders, reviews maintenance reports to determine materials, labor and time requirements; prioritizes and coordinates duties and assignments to ensure effective workflow, and signs off on completed work orders

Prepares and maintains equipment and fuel records, logs, and reports related to activities, inventory, SDS documentation, work requests, accident and safety issues

Prepares bid and budget estimates and makes recommendations

Track purchase orders for parts inventory and code invoices for payment

Manages multiple projects/deliverables with short, targeted completion dates

Establishes and monitors work policies, procedures and standards; trains assigned staff; accordingly, executes corrective disciplinary actions as required

Operates a variety of office equipment, including computers and associated software

Other duties as assigned.

**ESSENTIAL JOB ELEMENTS AND PHYSICAL DEMANDS:**

Requires Michigan Master Heavy Duty Mechanic Certification or equivalent

Clean driving record, current Class B CDL, with airbrakes, with no restrictions, and the ability to acquire Class A with airbrakes within specified time frame, Medical Card

Must have or obtain Michigan Class A&B Underground Storage Tank certification and train staff on class C certification

Able to lift 80 lbs.

Ability to pass a drug test

Ability to work independently and lead staff

Ability to multi-task, comprehend and follow directions in an organized manner

**DESIRABLE QUALIFICATIONS:**

High school education, GED, or equivalent educational preparation.