
Job Title: Fleet & Facilities Manager**Location:** Service Center**Department:** Facilities**Job Status:** Full-Time**Reports To:** Director of Business Planning**Job Grade:** 608**Pay Status:** Exempt**Date Created/Updated:** 4/11/2023

Position Summary

The Fleet & Facilities Manager is responsible for overseeing complex projects related to facilities development and management, to include but not limited to building designs, upgrades, and maintenance and repairs. Duties include overall management and oversight of facilities personnel and assets, coordination of facility construction contracts, purchasing/procurement of fleet, asset inventory, budget and project management activities. Requires strategic planning and process improvement management for identifying issues and recommending and initiating corrective actions.

The Fleet & Facilities Manager will also be responsible for setting and maintaining key performance indicators (KPI). These KPI's will be updated in real time and will be reported out on a to be determined time interval.

This position requires working with all other NBU departments. Communication and working in team environments must be a strength for anyone interested in this position.

Essential Duties & Responsibilities

MANAGEMENT/SUPERVISION

- Accomplishes staff results by communicating job expectations; planning, monitoring, and appraising job results; coaching, counseling, and disciplining employees; developing, coordinating, and enforcing systems, policies, procedures, and productivity standards.
- Promote a positive work environment and encourage teamwork to accomplish results
- Review and approve purchases and payroll time entry for division
- Prepare professional monthly and quarterly reports, board reports and presentations
- Set, maintain, and report out key performance indicators
- Set, maintain, and report out current and proposed levels of service
- Attend managers' meetings and report appropriate information to direct reports
- Ability to communicate effectively both in written and oral modes
- Ensure personnel are safety conscious and adhere to NBU safety guidelines and practices at all times and in all situations
- Establishes strategic goals by gathering pertinent business, financial, service, and operations information; identifying and evaluating trends and options; choosing a course of action; defining objectives; evaluating outcomes.
- Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, benchmarking state-of-the-art practices; participating in professional societies.
- Accomplishes financial objectives by forecasting requirements; prepares & monitors annual O & M, capital and personnel budgets; scheduling expenditures; analyzing variances; initiating corrective actions.

ESSENTIAL JOB FUNCTIONS:

- Develop and maintain a strategic approach to management of fleet/facility projects and initiatives, being proactive to ensure that NBU fleet and facilities efficiently meet current and future needs.

- Develop, implement and administer facility management processes that contribute to NBU's goals of safety, compliance, environment, occupant satisfaction and financial budget.
- Work with management for organizational facility needs and optimization, including any negotiation and purchase or lease of equipment and property.
- Develop RFQ and RFP processes for selection of architects, engineers, and general contractors to perform work for fleet/facility projects and purchases.
- Develop and implement mature project management disciplines into company facility construction and maintenance processes to ensure timely implementation of company projects, within budget and scope, with all risks identified, re-mediated and/or accepted.
- Direct the development and management of outsourcing contracts for facility operations and maintenance to achieve financial and operational results in compliance with federal, state, local and industry best practices.
- Review plans and specifications for construction or installation of new equipment, processes and/or facilities to ensure that all workplace requirements for specifications, safety and cost have been met.
- Work with Human Resources and Technology Systems on workspace requests related to new hires, terminations and relocations so as to minimize downtime or inconvenience to operations.
- Conduct frequent building inspections and note deficiencies and develop necessary action plan for remediation; manage preventative maintenance contracts and vendors, including HVAC and office equipment.
- Oversee processes for fleet inventory, purchases and repairs; seek continuous improvement processes to ensure minimization of down time for fleet; monitor safety and working conditions for fleet staff to enable efficient operations.
- Working knowledge of fire, OSHA, and ADA rules and regulations; including but not limited to assessing ergonomic conditions and environment to reduce incidence of muscular-skeletal conditions
- Implement innovative and responsible strategies to optimize cost and service levels related to utilities, plant maintenance, grounds management, janitorial, vendor management, expense management, and infrastructure project management.
- Ensure contracted suppliers; I.E. electricians, security, environmental, janitorial services, utilities, landscaping and building construction; are performing to company standards and minimize facility business disruptions.
- Other duties as assigned.

GENERAL RESPONSIBILITIES

- Maintain regular attendance; leave schedule should be managed so as to not interfere with ability to accomplish tasks, including special projects and assignments with deadlines
- Adhere to NBU safety guidelines and practices at all times and in all situations
- Maintain a clean and safe work area, office, field site and vehicle as applicable
- Develop & maintain effective customer service skills for communications with co-workers, customers and the public in general
- Maintain strict confidentiality of business, employee and customer information in written and oral communications and safeguard sensitive documents
- Adhere to NBU policies and procedures
- Exemplifies NBU Core Values of Integrity, Stewardship, Team, Culture and Safety
- Participate in and support initiatives to reach annual NBU Performance Measures

Formal Education and Work Experience Requirements

Degree/Diploma Obtained: Bachelors

Work Experience Time Frame: Three Years or More

Field of Study: Business Administration, Facilities Management, Operations Management or related field.

Other: 5 or more years directly related experience may substitute for degree. Strong understanding of commercial building design, construction and operations. Basic understanding of fleet procurement, maintenance and inventory

Certification and Licensures Requirements

- Certified Facility Manager (CFM) preferred
- Project Management Professional (PMP) an asset
- Valid Class C Texas drivers license

Other Minimum Qualifications

- Minimum 2 years experience managing staff
- Experience managing builders and other vendors to construct and implement projects
- Working knowledge of building systems & maintenance (HVAC, fire life safety, lighting, electrical, plumbing, EV charging stations, etc.) and safety and environmental requirements and programs
- Ability to read and understand 2D construction drawings and 3D construction software models
- Ability to juggle multiple deadlines & projects along with a knack for solving problems and spotting inefficiencies
- Strong written & verbal communication skills with excellent MS Office and other computer systems experience
- 3+ years of facilities management experience in a dynamic organization, preferably in a 50,000+ square foot leased or owned office and manufacturing environment preferred
- Principles of municipal budget preparation and administration preferred

Knowledge of Computer Software

	No Knowledge	Beginner	Intermediate	Expert
Arc GIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AutoCAD	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crystal Reports	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Access	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Excel	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Microsoft Word	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Microsoft Publisher	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft PowerPoint	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Other Software Knowledge

Experience with CityWorks is preferred, but not required.

Experience with Machines, Tools, Equipment and Other Work Aids

Basic carpentry and mechanic tools

Physical Demands

Standing: Frequently

- Making Presentations
- Observing Work Sites
- Observing Work Duties
- Communication with Co-Workers

Fine Dexterity: Frequently

- Computer Keyboard
- Telephone Keypad

- Calculator
- Calibrating Equipment

Walking: Constantly

- To Other Departments/Office/Office Equipment
- Around Worksite

Carrying: Frequently

- Supplies

- Equipment
- Files

Sitting: Frequently

- Desk Work
- Meetings
- Driving

Reaching: Frequently

- For Supplies
- For Files

Handling: Frequently

- Paperwork
- Monies

Kneeling: Occasionally

- Filing in Lower Drawers
- Retrieving Items from Lower Shelves/Ground

Pushing/Pulling: Frequently

- File Drawers
- Equipment
- Table and Chairs
- Hose

Climbing: Occasionally

- Stairs
- Ladder
- Step Stool
- Onto Equipment

Vision: Constantly

- Reading
- Computer Screen
- Driving

Other: Click or tap here to enter text.

- Observing Worksite

Foot Controls: Frequently

- Driving
- Operating Heavy Equipment
- Dictaphone

Balancing: Rarely

- On Ladder
- On Equipment
- On Step Stool

Bending: Frequently

- Filing in Lower Drawers
- Retrieving Items from Lower Shelves/Ground
- Making Repairs

Crouching: Occasionally

- Filing in Lower Drawers
- Retrieving Items from Lower Shelves/Ground

Crawling: Occasionally

- Under Equipment
- Inside Attics/Pipes/Ditches

Hearing: Constantly

- Communication Via Telephone/Radio/To Co-Workers/Public
- Listening to Equipment

Twisting: Frequently

- From Computer to Telephone
- Getting Inside Vehicle

Talking: Frequently

- Communication Via Telephone/Radio/To-Co-Workers/Public

Environmental Factors

	Never	Seasonally	Several Times Per Year	Several Times Per Month	Several Times Per Week	Daily
Extreme Temperature (Heat, cold, extreme temp. change)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Wetness and/or humidity (bodily discomfort from moisture)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Respiratory Hazards (Fumes, gases, chemicals, dust, and dirt)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Noise and Vibration (sufficient to cause hearing loss)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Physical Hazards (High voltage, dangerous machinery, aggressive Customers)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Health and Safety Conditions

	Never (Never Occurs)	Rarely (Less than 1 hour per week)	Occasionally (1/3 or more of the time)	Frequently (From 1/3 to 2/3 of the time)	Constantly (2/3 or more of the time)
Mechanical Hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chemical Hazards	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electrical Hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire Hazards	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Explosives	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communicable Diseases	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Physical Danger or Abuse	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other: Click or tap here to enter text.

Primary Work Environment: Office Environment

Other: Other Facilities

Overall Strength Demands

- Sedentary - Exerting up to 10 pounds occasionally or negligible weight frequently, mostly sitting
- Light - Exerting up to 20 pounds occasionally, 10 pounds frequently, walking or standing often
- Medium - Exerting 20 - 50 pounds occasionally, 10 - 25 pounds frequently, or 10 pounds constantly

Heavy - Exerting 50 - 100 pounds occasionally, 25 - 50 pounds frequently, or 10 - 20 pounds constantly

Very Heavy - Exerting 50 pounds constantly

Non-Physical Demands

	Never	Rarely	Occasionally	Frequently	Constantly
Time Pressure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Emergency Situations	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Frequent Change of Task	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Irregular Schedule/Overtime	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Performing Multiple Tasks Simultaneously	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Working Closely with Others as Part of a Team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Tedious or Exacting Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Noisy/Distracting Environment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other: Click or tap here to enter text.

Employee Statement of Understanding

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYEE AGREEMENT BETWEEN NEW BRAUNFELS

UTILITIES (NBU) AND THE EMPLOYEE. Nothing in this position description restricts NBU's ability to assign, reassign or eliminate duties and responsibilities of this job at any time.

I HAVE READ AND RECEIVED A COPY OF THIS JOB DESCRIPTION.

Employee's Signature

Employee's Printed Name

Date