

## **Sacramento Suburban Water District Classification Specification**

**Job Class:** Facilities and Fleet Specialist

**FLSA Status:** Non Exempt

**Supervisor:** Operations Manager

**Effective Date:** April 2022

### **Definition**

Performs a variety of technical and administrative duties in the planning, organization, oversight, coordination, and review of a comprehensive program for facilities and fleet maintenance operations.

### **Distinguishing Characteristics**

This is the advanced journey level classification, fully competent to perform the most complex duties related to the maintenance and repair of District facilities, security services and systems, landscaping, and equipment. Employees at this level receive only occasional instruction, assistance or direction as new or unusual situations arise and are fully aware of the District's operating procedures and policies.

### **Examples of Essential 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.

- Maintains and inspects District-owned facilities; provides technical expertise and direction regarding complex building maintenance and operation functions; oversees building maintenance performed by contractors.
- Maintains the District's fleet, including maintaining vehicle and equipment maintenance schedule; makes arrangements for major repairs and maintenance; performs minor vehicle and equipment repairs; maintains the operation of a computerized system for tracking the maintenance of vehicles and equipment.
- Monitors and reviews service contracts and agreements; ensures appropriate contracts are in place, including preparing Requests for Proposals (RFPs), reviewing bids, interviewing bidders, negotiating as necessary, and recommending contract be awarded to the appropriate responsible bidder.
- Prepares budget, including justification for services, labor, materials, and related resources for facility and fleet projects and programs; prepares cost estimates for budget recommendations; monitors and controls expenditures; oversees approved equipment and accessory purchases.
- 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.

- Administers the surplus property program. Collects inventory surplus items, determines value, and handles all aspects of sale and collection of sale proceeds. Ensures timely disposal of surplus vehicles and equipment in accordance with District Policies and Procedures.
- Maintains landscaping at all District facilities including reviewing work done by landscape contractors, and monitoring and performing light repairs to irrigation system.
- Oversees building security, including responsibility for security service contract.
- Orders and issues employee uniforms and equipment.
- Oversees the monitoring, operation, testing, and inspection of facility fire protection systems; coordinates the servicing of District fire extinguishers; ensures systems are in proper working condition and in compliance with State and Federal regulations.
- Monitors Business Environmental Resource Center (BERC) guidelines in an ongoing effort to reduce the District's carbon footprint.
- 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."
- Provides forklift training and certification for all field staff and tracks certification renewals and requirements.
- Expedites procurement of needed materials and supplies during emergency situations.
- 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.

### **Minimum 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:***

- Oversee and inspect 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/alcohol testing, and background check.

***Experience and Education:***

Experience:

Two (2) years of increasingly responsible experience in fleet or building maintenance.

Education:

High school diploma or equivalent.

***License and/or Certifications:***

- 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 Certification or ability to obtain certificate within 1 year of employment.

**Working Conditions and Physical Demands**

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 or truck in conducting District business.
- Communicates both written and verbally 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 Cal/OSHA approved protective footwear with a minimum ANSI I/75 or equivalent ASTM rating.

**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.**

APPROVED:

Dated: March 31, 2022

By:   
Dan York  
General Manager

Employee Statement:

*I certify I have read, understand, and acknowledge receiving a copy of this class specification.*

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Employee Signature

Date