

# Job Description

Position Title: Manager, Fleet Services and Materials Management

Job Family: Facilities

Job Type: Manager

FLSA Status: Exempt

Salary grade: 08

## Position Summary:

The Manager of Fleet Services and Materials Management provides direction and guidance for four operational units: Fleet Services, Materials Management, Mail Services, and Moving and Logistics. Performs coordination and oversight of complex and multi-campus operations. Manages in-house and contracted resources, providing planning, scheduling, coordinating, and budgeting. Contributes to Facilities organizational leadership regarding aspects of unit structure, methods, and finance. Manages Materials Management including centralized receiving, inventory control, warehousing, distribution and logistics and supply chain management. Logistics officer ensuring services, materials, supplies, and equipment are disbursed to college locations in response to an emergency. Supervises staff and oversees work performed by contractors.

## Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Directs and oversees the Fleet Services and Materials Management department having District-wide responsibilities, including fleet services, materials management, centralized receiving, inventory control, warehousing, mail room, distribution and move logistics.
2. Manages, develops, and implements department fiscal budgets. Oversees the operating budget area of responsibility to ensure funds are spent appropriately.
3. Responds as Logistics officer ensuring services, materials, supplies and equipment are disbursed to college locations in response to an emergency.
4. Coordinates activities between multiple college sites; sets priorities and assigns resources.
5. Prioritizes and assigns work for other supervisors; conducts performance evaluations; ensures staff are trained; makes hiring, termination, and disciplinary recommendations.
6. Management oversight of numerous service contracts and blanket purchase order agreements with vendors and contractors. Maintains good relationship and working knowledge of managing contractors, vendors and outside agencies that affect the Fleet Services and Material Management department.
7. Works with and uses the Facility Asset management Information System (FAMIS) to plan and organize work, to ensure accountability of the various staff work hours, and to document the expenditure of college resources during work activities.
8. Manages construction move logistics.

9. Participates in administrative planning meetings and other related functions to support the Fleet Services and Material Management department.
10. Works with subordinate supervisors to address service requests and scheduling issues. Resolves customer complaints.
11. Represents the Fleet Services and Material Manager department at various meetings and other forums in support of the College.
12. Performs all other duties and responsibilities as assigned or directed by the supervisor.
13. Performs all other duties and responsibilities as assigned or directed by the supervisor.

### **Knowledge, Skills, and Abilities:**

1. Knowledge of regulatory compliance principles and practices
2. Knowledge of computer and network operating systems
3. Knowledge and application of organizational and time management principles
4. Skill in people leadership and supervision
5. Skill in budget/resource management
6. Skill in coordinating and monitoring the work of others
7. Skill in effective communication (both written and oral)
8. Skill in verbal and written communication with the ability to explain technical concepts to audiences with a wide range of technical skills
9. Skill in independent decision making
10. Skill in analyzing data and drawing conclusions
11. Skill in organization, coordination and management
12. Skill in performing a variety of duties, often changing from one task to another of a different nature
13. Skill in problem solving
14. Ability to adapt and maintain professional composure in emergent and crisis situations
15. Ability to develop and maintain effective and positive working relationships
16. Ability to adapt to a rapidly changing technical environment
17. Ability to apply analytical and critical thinking skills as well as draw conclusions and prepare accurate reports of results.
18. Ability to operate relevant equipment required to complete assigned responsibilities for the position
19. Ability to maintain effective and positive working relationships

## Supervision:

- Supervises work of other supervisors/managers, including planning, assigning, scheduling and reviewing work, ensuring quality standards. Is responsible for hiring, terminating, training and developing, reviewing performance and administering corrective action for staff. Plans organizational structure and job content.

## Independence of Action:

- Results are defined; employee sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction.

## Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Organizational Culture: Provides an opportunity to impact the organizational culture of Pima Community College by both acknowledging the College's past and helping to chart its future.
- Governance, Institutional Policy, and Legislation: Allows impact on the guidelines that determine how the College operates.

## Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Bachelor's degree in a related field of study required.  
OR  
Eight (8) years of applicable experience
- Masters' degree in a related field of study preferred.
- Three (3) to five (5) years of related experience in facilities.
- Five plus (5+) years of related experience preferred.
- One (1) to Three (3) year of supervisory experience required.  
OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above

## Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a non-traditional work environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a non-traditional work setting; to remain in a stationary position for prolonged periods of time; to occasionally position self to perform duties, including: traversing uneven surfaces, ascending/descending ladders, and working atop high surfaces; to move, transport, and/or position moderate to heavy (up to 50 pounds) amounts of weight; to operate various equipment required to perform job; may be required to travel to other locations using various modes of private and commercial transportation; and to effectively communicate to exchange information. May be exposed to various hazardous conditions such as extreme heat, extreme cold, infectious disease, moving vehicles, electrical current, chemicals, tight spaces, or high places, moving mechanical parts, etc.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

### Special Conditions of Employment:

- Pre-employment Background Check Required
- DMV Check/Current and Valid AZ Driver's License
- On-call rotation duties
- Some evening or weekend work hours