



FLEET AND FACILITIES DIRECTOR

DIVISION: Fleet and Facilities

EXEMPT

REPORTS TO: General Manager

NON-REPRESENTED

SUPERVISES: Fleet Maintenance Manager, Administration and Warehouse Manager, and Service Section Supervisor

JOB EVALUATION POINTS: 1797

JOB SUMMARY

Plan, organize, directs and manages the Fleet and Facilities Division, including vehicle acquisition, fleet maintenance, warehouse operation, facility construction, and facility and routes maintenance.

ESSENTIAL JOB FUNCTIONS

- Oversee the acquisition and surplusing of all fleet vehicles, in accordance with WTA policies and state and federal regulations. This includes working with a cross functional team in the development of vehicle specifications, appropriate participation in the procurement process and implementation of a vehicle-replacement program.
- Direct and manage the planning, construction and repair of all WTA facilities while partnering with internal stakeholders. Develop a maintenance and replacement schedule for all WTA facilities and fixed assets.
- Oversee efforts to maintain the cleanliness and operational efficiency of all facilities owned or leased by WTA.
- Work with other assigned personnel to assure the safety of riders and visitors, and to protect all WTA assets.
- Direct and manage division staff, including subordinate leader staff oversight, monitoring programs and work activities. Ensure staff training and development opportunities, and the completion of employee performance evaluations.
- Work effectively as a member of the agency's Executive Staff, providing input on decisions having organization-wide impact.
- Establish WTA vehicle and facilities maintenance policies, procedures and service standards. Oversee all vehicle and facilities maintenance, in accordance with those service standards and policies, as well as applicable state and federal regulations.
- Oversee the Warehouse Department. Insure proper controls, staff training, and accountability procedures are in place and maintained for warehouse operations.

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- Ensure maintenance records are kept on all WTA owned or leased vehicles, equipment and facilities, according to industry standards and state and federal regulations.
- Provide a safe workplace for maintenance, service section and warehouse employees.
- Develop and prepare the annual department and capital facilities budget, and approve expenditures according to WTA policy and principals of sound financial management.
- Supports the management of all contracts within the Fleet and Facilities Division, including establishing scopes of work, implementing contracts, and assuring day-to-day specification compliance. Assists the agency's Procurement department on contract administration as needed.
- Coordinate activities with other WTA divisions and departments as well as outside entities.

OTHER JOB FUNCTIONS

- Provide support to the Finance Department in asset control and tracking of facilities assets, vehicle parts and equipment.
- May serve as a management member of the agency's collective bargaining team.
- Performs other related duties as assigned.

WORKING CONDITIONS, TOOLS, AND EQUIPMENT

Duties are performed primarily in an office environment, but may also require traveling to other WTA facilities, meetings and various seminars. May also involve time spent in a warehouse, construction job site, field operation, or shop environment. Typical modern office equipment used to accomplish job tasks.

QUALIFICATIONS

Education and Experience:

- Bachelor's Degree in management or another job-related field of study from an accredited four-year college or university preferred.
- Five years of progressively responsible experience in public or general administration, including two years of supervisory responsibility is required.
- Experience in project management preferred.
- An equivalent combination of education and experience sufficient to perform the essential functions of the job will be considered.

Knowledge of:

- Basic municipal accounting, budgeting and cost accounting practices.

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- Project controls.
- Safety principles, practices and procedures.
- Building and equipment maintenance methods and theories.
- The use and operation of mechanical equipment, materials, methods, tools and equipment used in the maintenance of buildings and equipment.

Skills:

- Strong analytical and financial skills.
- Excellent business writing.
- Intermediate level Word, Excel, and PowerPoint skills.
- Experience using computerized management systems.

Abilities:

- Proven critical thinking ability, including the ability to define problems, research and collect data, establish facts, determine options and draw valid conclusions.
- Ability to review and understand complex documents including legislation, laws, regulations, manuals and contracts, drawings, specifications and technical standards.
- Experience implementing, interpreting, and negotiating union contracts.
- Ability to prepare and review plans, specifications, engineer's estimates, and job cost estimates.
- Ability to respond effectively to the most sensitive inquiries or complaints.
- Ability to make effective presentations on complex topics to top management, public groups and boards of directors.
- Ability to work with mathematical concepts such as projections, trends, estimates, probability and statistics.
- Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

LICENSES AND CERTIFICATES

- Washington State driver's license.
- An acceptable driving record (in accordance with WTA personnel policy 3.03 "Employment Requirements") and must submit a five year driving abstract.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable

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accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Regularly sit, talk and use hands.
- Occasionally stand and walk.
- Occasionally reach with hands and arms, stoop, kneel, climb, crouch or crawl and lift or move up to 25 pounds.
- Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

SPECIAL REQUIREMENTS

Participation in WTA's Fit for Work program is a condition of continued employment. All offers of employment are contingent upon passing a background investigation and credit check. Must have drivers' license.

Revised March 2022

Reviewed by:

Director of Human Resources

Approved by:

General Manager