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TITLE: Fleet & Facilities Manager
DEPARTMENT: Program Support Center
REPORTS TO: Vice-President, Culture & Innovation
FLSA STATUS: Non-Exempt

PRIMARY FUNCTION:

The Fleet & Facilities Manager ensures optimal functioning of building systems, landscaping, and vehicle fleet. The Fleet & Facilities Manager will oversee the facility and fleet operations and logistics, maintain light janitorial duties, and coordinate with external vendors and contractors. Drive a Club bus route and oversee other drivers and routes. Ensure a safe environment for all at all times.

KEY ROLES:

Facility Operations

- Maintain clean clubhouse spaces by performing daily custodial duties including bathrooms, windows, floors, and trash removal.
- Plan and coordinate all installations and repair including mechanical, electrical, fire safety, HVAC, parking lot, landscaping, and miscellaneous facility equipment.
- Complete daily inspections of the grounds and facility to ensure areas are clean, safe, organized, and all equipment is working properly.
- Attend safety and facility committee meetings as requested.

Fleet Operations

- Drives afterschool pick-up and summer field trip bus routes.
- Schedule and administer fleet maintenance and assist in troubleshooting problems with vehicles and equipment, plan and coordinate bus fleet logistics.
- Ensure compliance with DOT and safety regulations.

Resource Management

- Manage budgeted priorities and goals.
- Monitor and control expenses related to maintenance operations and facility budget.
- Solicit bids from multiple vendors for larger projects to ensure quality work and competitive rates.

Administrative and Operational Systems

- Maintain organized files for warranties, inspection reports, licenses, service agreements, equipment contracts and safety audits.
- Manage fleet and facility orders and tracking in MyClubHub.

RELATIONSHIPS:

Internal

Maintain close, regular contact with the Club's executive and Clubhouse leadership teams to share information, discuss issues, and ensure all Clubhouses and Club vehicles are functioning safely and properly to accomplish the missions of the Boys & Girls Clubs.

External

Maintain contact with vendors, contractors, consultants, and service providers to maintain effective facility and fleet operations. Maintain strong working relationships with school districts, local law enforcement, fire department, and safety agencies. Share information to find solutions that resolve problems.

SKILLS/KNOWLEDGE PREFERRED:

- HS/GED and three years work experience in comparable position.
- Class B CDL license with passenger endorsement.
- Basic understanding of – or ability to quickly learn – facility systems, equipment, and maintenance processes.
- Ability to maintain records, warranties, and service documentation.
- Ability to interpret written instructions in manuals and manufacturer specifications.
- Proven ability to prioritize tasks and manage multiple projects simultaneously.
- Strong organizational skills and attention to detail.
- Proficiency with Microsoft Office and related software for documentation and record keeping.

PHYSICAL REQUIREMENTS:

- Regularly required to stand; walk; use hands to manipulate, handle or feel; reach with hands or arms; talk and hear
- Occasionally required to climb; balance; stoop; crouch or crawl.
- Occasionally required to lift up to 100 pounds.
- Must be able to work effectively in an environment with varying levels of noise throughout the day.

DISCLAIMER:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.

Signed by:

_____ *Fleet & Facilities Manager*

_____ *Date*

Approved by: _____ *Vice-President, Culture & Innovation* _____ *Date*

Approved by: _____ *President & CEO* _____ *Date*