



We invite applications for the position of:
FLEET AND FACILITIES MANAGER
\$116,661 to \$145,826 Annually
Plus a comprehensive benefits package

"The Fleet and Facilities section is a very rewarding operation to manage. Our friendly and professional staff is always willing to help out their customers throughout the City. If you are looking for a dynamic environment with many new and exciting projects to plan and implement, you will love working for the City of Mountain View!" - Scott Estes, Fleet & Facilities Manager

Why Consider The City of Mountain View?

It's simple. We are a dedicated team of professionals committed to providing excellent service to the community we serve, and we want you to join us! When you become part of the City of Mountain View family, you will find this is not just a J-O-B, it is a way of life for those who seek a mission-oriented culture. Here is an outstanding opportunity to join a great organization and contribute your talents and energies as a Fleet and Facilities Manager.

About This Role

We want a **highly motivated, detail-oriented, and organized** professional with **strong technical and interpersonal skills** to join the City of Mountain View for the position of Fleet and Facilities Manager. This management-level position brings self-direction, leadership and initiative while bridging technical and managerial skills. This individual will assess operations and identify innovative improvements to create future efficiencies and enhancements and provide highly complex staff assistance to the Assistant Public Works Director, while planning, organizing and managing the day-to-day operations of the Fleet and Facilities Section of the Public Works Department. Current projects include implementation of a fleet management software, system for tracking progress on facilities projects, and supporting the City's goals in the reduction of greenhouse gas emissions through fleet and facility initiatives. You may review the detailed job description for Fleet and Facilities Manager on the City's website [here](#).

What You Bring

- Four years of increasingly responsible experience in fleet and/or facility maintenance and management, including two years of supervisory responsibility.
- Possession of an Associate's Degree in management, business or closely related field.
- Possession of a valid California Class C driver license.

Bonus Points!

- Possession of a Bachelor's degree from an accredited college or university in public or business administration or related field.
- Possession of a valid California Class B driver license.
- Technical experience in both fleet and facilities maintenance.

Who You Are

- You exhibit excellent **interpersonal** and **technical** skills and are responsive and approachable to your team and City department staff.
- You value internal and external **customer service**, both in your role and in your standards for staff.
- You are a **well-rounded** professional who brings strong technical skills while providing management level guidance.
- You are knowledgeable about **budgeting** and analyzing work flow processes and stay up to date with new trends, technologies and developments related to fleet and facilities services.
- You are a **collaborator** who can work in teams to address concerns and issues that affect complex fleet and facilities maintenance projects, using sound judgement in decision-making.
- You have the **leadership** ability necessary to establish and maintain a working environment conducive to positive morale, individual style, quality, creativity and teamwork.

What You'll Do

- Develop and implement goals, objectives, policies, and procedures for the Fleet and Facilities section.
- Direct and participate in the acquisition, utilization, repair and replacement of all City vehicles and power equipment and facilities activities, including building maintenance, custodial services, energy conservation and facility capital planning.
- Responsible for the development of fleet and facilities work plans; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.
- Prepare the fleet and facilities program budgets; assist in budgeting implementation; participate in the forecast of additional funds needed for staffing, equipment, materials and supplies; administer the approved budgets.
- Maintain high standards for the efficiency and professional operation of department; provide or coordinate staff training; communicate clear and consistent expectations, provide timely feedback to staff and support staff development and engagement.
- Coordinate the resolution of inquiries, complaints, problems or emergencies affecting the availability or quality of Fleet and Facilities services; respond to sensitive or complex inquiries or service complaints with a high level of customer service.
- Ensure the work environment is in compliance with government safety and environmental standards.

What We Offer

- Comprehensive benefits package including generous paid leave and health
- CalPERS retirement (2.7% at 55 formula for classic members; 2% at 62 for new members); employees contribute 11.5% for classic members; 10.5% for new members to CalPERS with no Social Security deduction
- Opportunity to utilize \$2,000 in tuition reimbursement for education advancement annually, with an additional one time opportunity for up to \$20,000 for the completion of a work related Bachelor's or Master's degree
- Up to \$100/month City contribution for mass transit expenses, with \$10/month minimum employee contribution.
- Management development funds - \$1,000 annually
- Management leave of 80 hours per fiscal year; paid out at end of fiscal year if not used
- Wellness culture including access to the employee gym and incentive pay for participating in the City's wellness program
- Employee appreciation days and activities

Are You Ready? Apply

Submit your application, supplemental questions and resume online at www.calopps.org or to the Human Resources Division, City of Mountain View, 500 Castro Street, Mountain View, CA 94041, (650) 903-6309.

Deadline: Application materials will be screened on a continuous basis with a **first application review date of 5:00 p.m. PST, Monday, April 15, 2019**. The recruitment is scheduled to close at any time. Qualified candidates are encouraged to apply early!

Interview Process

The most appropriately qualified candidates will be invited to participate in the following process: Skype interviews (qualifying/non qualifying). Select candidates who pass the Skype interviews will be invited to a written exercise and oral board interview (weighted 100%). Additional department interviews with the Public Works Department will follow for a limited number of finalists. Depending on the number of applications, the above process may be altered.

Fine Print

Candidates with a disability who may require special assistance in any phase of the application or testing process should advise the Human Resources Division upon submittal of application. Documentation of the need for accommodation must accompany the request. The City of Mountain View is an Equal Opportunity Employer (EOE).

For candidates with a commercial license, the Fleet and Facilities Manager position is covered by the Department of Transportation (DOT) regulations. Therefore, prior to final selection, those qualifying candidates will be required to submit a DMV report (within the last 90 days) and pass a pre-employment/pre-duty drug test. Candidates will not be assigned to a safety-sensitive position if they do not pass the test.

Prior to hire, candidates will be required to successfully complete a preemployment process, including employment verification and a Department of Justice (DOJ) fingerprint check. A conviction history will not necessarily disqualify an applicant from appointment; however, failure to disclose a conviction will result in disqualification or termination.

**CITY OF MOUNTAIN VIEW
FLEET AND FACILITIES MANAGER
SUPPLEMENTAL QUESTIONNAIRE**

Please answer the following questions and submit your responses with your application. Include no more than one page in response to each question.

1. Describe your professional experience managing projects that involve fleet maintenance and management. If you do not have experience in fleet maintenance and management, please write "n/a".
2. Describe your professional experience managing projects that involve facility maintenance and management. If you do not have experience in facility maintenance and management, please write "n/a".
3. Provide an example of one of your most challenging projects. Describe your role, the challenge(s) and what strategies you implemented to successfully complete the project.
4. Provide an example from your experience that you feel demonstrates being an effective leader of staff. Describe what you did and how your leadership style made your work effective.