



Superstition Fire & Medical District

Job Description

Job Title: Fleet & Facilities Support Specialist **Department:** Emergency Services

Salary Range: [26] \$39,782.40 - \$53,312.22 **FLSA Class:** Non-Exempt

Position Summary:

Under close supervision of the Fleet Supervisor, provides administrative support in planning and coordinating activities of the Facilities and Fleet operations that includes the Administration, Training, and Annex buildings, and five (5) fire stations and all grounds, parts, supplies, equipment, fire apparatus and service vehicles.

This includes all the properties managed, owned, and leased by SFMD.

This is a new position. It is an innovation position which includes a minimum six month check point to evaluate its success and to benchmark annual market studies as to the viability of its impact on overall organizational performance. This job description may also be revised to reflect actual duties commensurate with the benchmark annual market studies and internal organizational needs assessment.

Principle Duties and Responsibilities:

Essential Functions

- Assist with the tracking, scheduling and implementing of fleet maintenance and procurement activities.
- Administer assigned service contracts.
- Work closely with the Fleet Supervisor in administering the department budget.
- Coordinate with various vendors the purchase, delivery and accounting for all parts, supplies, tools and equipment.
- Work closely with Accounting personnel and the Fleet Supervisor to ensure the integrity of data input and reports generation using the integrated management information system.
- Effectively recommend various performance improvements to the administrative processes and the purchase or replacement of furnishings, appliances and other facilities improvement and maintenance items.

- Work closely with accounts payable to ensure that invoices are coded correctly to jobs so that all expenses are easy to track and where required track labor hours attributed to specific jobs. Run job cost reports showing all of the expenses coded to a job. Verify accuracy and either prepare customer billings or pass the reports to accounts payable.
- Run periodic reports that reflect costs in comparison to both budgets and revenues.
- Maintain lists and as assigned, work closely with the Fleet Supervisor in the selection of consultants and contractors. Administer the provider contracts dealing with custodial, HVAC, alarms, plumbing, electrical, landscape, and fleet maintenance. Report irregularities to the Fleet Supervisor.
- May serve on various committees; prepare staff reports and other necessary correspondence.
- Perform other duties as assigned.

Knowledge, Skills and Abilities

- Knowledge and understanding of fleet and facilities operations.
- Ability to read general correspondence, documents, technical standards, schematics and drawings plans, computer technical manuals, and maintenance manuals.
- Ability to perform general math calculations such as addition, subtraction, multiplication and division.
- Ability to write general correspondence, memorandums, reports, policies and procedures, and letters.
- Ability to communicate and express ideas clearly and concisely both verbally and in writing and must be able to deal effectively with internal and external customers.
- Ability to be creative in solving existing and new problems that arise in the Fleet and Facilities areas.
- Ability to establish and maintain effective working relationships with individuals inside and outside of the organization to accomplish Fire District goals and objectives.
- Proficient in M/S Office Suite including Word, Excel, Outlook and Power Point.
- Moves and pushes/pulls objects weighing 20 pounds or more.
- Sits, walks, and stands to a significant degree.

Minimum Required Qualifications

- Any combination of education and/or experience that would likely provide the required knowledge and abilities necessary for satisfactory job performance. A High School diploma is required. An Associate's Degree in a related field is highly desirable.
- A minimum of three (3) years of responsible experience in facilities and fleet, or accounting, inventory control or related business activities is required. Two years in supervisory/management experience in a business activity is highly desirable. A combination of education and experience equivalent to the above is required.

Preferred Qualifications

- Associate's or Bachelor's degree in business, public administration or a related field from an accredited college or university.

This job specification should not be construed to imply that these requirements are exclusive standards for the assignment. Incumbents will follow any other instructions, and perform any other related duties as may be required by supervisory personnel. Performance of other essential functions may depend upon work location, assignment and/or shift.

Salary and Benefits:

The District offers an excellent benefit package that includes:

- Paid Vacation and Illness Leave
- Uniform Allowance
- Tuition Reimbursement
- Retirement benefits through Arizona State Retirement System
- Group Insurance benefits available to choose from include:
 - Medical Insurance
 - Dental Insurance
 - Vision Insurance
 - Basic Life/AD&D Insurance – paid by District
 - Supplemental Life/AD&D Insurance
 - Long Term Disability
 - Supplemental Insurance
- 457(B) Deferred Compensation Plan and Roth IRA
- Employee Assistance Program – paid by District

SFMD is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.