

HEWITT TEXAS

Job Title: General Services Manager
Department: Parks & Streets
Location: Community Services
Reports to: Parks & Streets Superintendent
Date: 3/1/2018

Grade: 13	Type of Position: <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Seasonal <input type="checkbox"/> Intern	Classification: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	Safety Sensitive: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
------------------	---	---	--

Job Summary: Under general supervision of the Parks & Streets Superintendent, the General Services Manager is responsible for managing the daily operations of facility, custodial, and fleet maintenance.

Essential Functions: Perform routine preventative maintenance and major repairs on all City vehicles, damaged City tools, and equipment. Assist in the operation, maintenance, and repair of City infrastructure.

Inspect, diagnose, repair and maintain mechanical defects in motorized equipment. Perform welding on all types of equipment. Make emergency repairs in the field. Perform general overhaul of motors, hydraulic systems, electrical systems, pumps, and brakes as required.

Plan and coordinate services, operations, staffing, and equipment to achieve fleet, facility, and custodial goals. Oversee the purchasing of supplies, machinery, equipment, tools, raw materials, parts, services, and supplies necessary for the operation of the various Departments. Charge purchases to appropriate Departments. May assist in the preparation of various documents supporting the annual operating budget.

Maintain accurate records of items or services purchased, costs, delivery, product quality or performance, and inventories. Maintain lists of vendors and oversee various maintenance agreements and service contracts. May oversee City auctions.

Read and understand written and verbal instructions. Work safely with hand and power tools. Crawl under and climb on vehicles for inspections. Deliver vehicles. Communicate effectively and courteously with others. Display good decision making ability. Perform

other related duties as assigned-Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Competencies: Ability to communicate effectively. Ability to make sound decisions. Ability to develop strong relationships with employees and vendors. Knowledge of combustible engines. Knowledge of modern methods of vehicle and equipment body and motor repair. Knowledge of shop safety procedures. General knowledge of housekeeping and sanitation methods.

Required Education, Experience, and Qualifications: High school diploma or GED. Two (2) years experience in facility, custodial, or fleet maintenance. Experience in the maintenance and repair of a wide variety of motorized vehicles and equipment. Possess a valid Class C Texas driver's license.

Preferred Education, Experience, and Qualifications: Texas Vehicle Inspector's Certification; Class A CDL; Previous supervisory experience

Physical Requirements: Overall Strength Demands: The following describes the overall strength demand of the functions performed by the incumbent during a typical workday.

Sedentary <input type="checkbox"/>	Light <input type="checkbox"/>	Medium <input type="checkbox"/>	Heavy <input checked="" type="checkbox"/>	Very Heavy <input type="checkbox"/>
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10 to 20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

Physical Demand Codes: The following describe if the incumbent is expected to exert the following physical demands during a typical workday and the overall frequency.

While performing the duties of this job, the employee is frequently required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch and crawl. The employee is occasionally required to walk, sit, talk and hear. The employee must frequently lift and/or move up to 25 pounds, and occasionally lift weights up to 100 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Machines, Tools, and Equipment: Motorized vehicles; power and hand tools; equipment for vehicle and mechanical system work; mechanic's tools including jacks, hydraulic lifts, and air tools; electronic vehicle diagnostic equipment; computer analyzer; alignment machine; AC machine; tire balancer; brake lathe; telephone; safety equipment

Expected Hours of Work: Days and hours of work are Monday through Friday, 7am to 4pm. Must be available to work various shifts and be able to work on-call as assigned.

Work Conditions/Environmental Factors: While performing the duties of this job, the employee frequently works near moving mechanical parts or in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes, toxic or caustic chemicals. The noise level in the work environment is moderately noisy.

This job description is not an employment agreement, contract agreement, or contract. Management has exclusive right to alter this job description at any time without notice

Employee Print Name: _____ Date: _____

Employee Signature: _____