

POSITION DESCRIPTION

Position Title:	Fleet and Facilities Assistant	Reports To:	Division Chief of Emergency Management
Work Location: Department:	All Harris County ESD Facilities	Prepared by: Position Type:	Matthew Adelman Paid – Non-exempt
Approvals:		Date:	3/24/17

JOB SUMMARY:

This position is responsible for coordinating, overseeing and/or performing repairs on a variety of vehicles and facilities utilized by the internal customers of Harris County ESD #46 in the execution of their day-to-day job functions. This position will also assist with overseeing certain projects the district undertakes, supervising vendors the district hires to perform certain services at various facilities, and moving a variety of department vehicles to and from various vendors for repairs.

ENTRY QUALIFICATIONS:

- Must be 21 years or older.
- High School Diploma or GED Equivalent.
- Obtain a Texas Driver's License within first month of employment and have a good driving record.
- Obtain a Commercial Class B Exempt Driver's License within 6 months of the start of employment.
- Familiar with the proper use of a variety of mechanic, hand and power tools.
- High degree of mechanical aptitude.
- Ability to type 25-30 wpm accurately.
- Able to multitask and manage multiple projects at once.
- Keep detailed and accurate records.
- Work with minimal supervision.
- Self-motivated and good time management skills.

DESIRABLE AND PREFERRED SKILLS AND EXPERIENCE INCLUDE:

- Knowledgeable of and experience in facility maintenance and fleet management.
- A certificate, certification or 2-year degree in a construction or automotive related disciplines.
- Previous experience working on emergency vehicles.
- ASE or EVT certification.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to work as a team player, building and maintaining positive and productive working relationships with internal and external customers while promoting a positive image of Harris County ESD #46.
- Ability to effectively communicate, both verbally and in writing, with diverse groups and all organizational levels, including the general public, coworkers, and other external vendors.
- Ability to adapt personal style and approach in responding to issues and defusing difficult situations, while maintaining a professional demeanor at all times.
- Excellent customer service skills with the ability to communicate effectively and courteously.
- Values and respects diversity and differences.
- Ability to work on multiple assignments in several areas and disciplines.
- Ability to perform basic and business math, make computations and tabulations accurately and with reasonable speed.
- Ability to access, input and retrieve information from a computer, including accessing network drives and using the internet in order to effectively complete job tasks.
- Ability to communicate using speaking, hearing and visual skills.
- Ability to quickly and effectively comprehend written and oral instructions.
- Ability to effectively analyze information, problem solve and exercise good judgement.
- Ability to learn and use new software applicable to position with minimal supervision.

TRAINING REQUIREMENTS:

- The selected applicant will be sent to a variety of classes on various pieces of equipment Harris County ESD #46 utilizes.

RELATIONSHIP RESPONSIBILITIES:

This position will report directly to Division Chief over fleet and facilities.
This position works closely with the Command Staff as well as department officers repairing, maintaining and coordinating Preventative Maintenance on various department assets to ensure they are available for service.

SCOPE OF RESPONSIBILITIES / ACCOUNTABILITY:

- Manages a variety of tasks under the direction of the Division Chief of Emergency Management & Planning; determines priorities in alignment with department vision, mission, core values, goals and objectives
- Monitors data, trends etc. and makes recommendations based upon data to make operations more efficient/capitalize on cost savings.
- Responsible for assisting in the management of the Fleet and Facilities budget, assist in keeping projects on budget and assisting in the development for subsequent Fiscal Year budget preparation.
- Establishes division priorities in line with department goals and community needs.
- Interacts with vendors that service Harris County ESD #46's vehicles and facilities on a regular basis to coordinate preventative maintenance and repairs.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

WORK ENVIRONMENT:

This position will spend 60% out in the field visiting stations working on apparatus or facilities, 20% of the time in a vehicle moving it between vendors to coordinate repairs and 10% of the time in an office environment either attending meeting or performing data entry/approving invoices for payment.

PHYSICAL DEMANDS:

Uses all senses. Standing, walking, climbing, bending and lifting daily. Must be able to stand, sit, stoop, crouch, walk, climb steps and lift up to (50) pounds.

Environmental Conditions:

This position will expose employee to a variety of environmental conditions including hot/cold, rain, dust, fumes and loud noises. Employee will also be required to work with equipment that utilizes gasoline, various lubricants and solvents in the execution of this position. Proper PPE will be provided.