

## GENERAL SERVICES MANAGER

### **SUMMARY:**

Under general direction, supervises the daily activities related to the operational readiness, repair, maintenance, and replacement of City vehicles, equipment and facilities; and performs related duties as assigned.

**ESSENTIAL FUNCTIONS:** *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

**DUTIES AND, RESPONSIBILITIES:** *(Which are **not** in any hierarchical order)*

1. Directs and monitors daily operations of Fleet Maintenance, Fuel Operations, Downtown Maintenance, Facility Maintenance, City Hall operations, and air conditioning.
2. Provides leadership and direction to staff including all aspects of personnel supervision, management, training and evaluation, organizational trouble shooting and conflict resolution.
3. Plans, develops and monitors annual budget for General Services.
4. Analyzes and researches proposed equipment replacement, prepares specifications and requisitions for equipment replacement; completes feasibility studies and reports to City Administration and the City Commission.
5. Develops analytical reports related to equipment replacement, downtime, employee productivity, inventory procedures, and equipment utilization.
6. Ensures the safe and efficient operation of assigned divisions.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of City, federal and state laws, statutes, rules, regulations, and ordinances related to assigned divisions.
- Knowledge of business management and administration methods, practices and procedures.
- Knowledge of budget planning, development and planning.
- Knowledge of contemporary fleet maintenance methods, practices and procedures.
- Knowledge of procurement methods, practices and procedures.
- Knowledge of general office machines, computer hardware, software and peripherals.
- Skill in assigning, reviewing, evaluating and delegating work.
- Skill in monitoring and administering division budgets.
- Skill in researching, analyzing, and developing written and oral reports for upper management.
- Skill in utilizing public relations and customer service techniques in responding to inquiries and complaints. Skill in prioritizing and handling multiple projects simultaneously.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Work involves sedentary to light work in an office setting. There is frequent need to stand, stoop, walk, sit, lift light objects (up to 10 pounds) and perform similar other actions during the course of the workday. The City of West Palm Beach promotes a drug/alcohol free work environment through the use of mandatory pre-employment drug testing.

**MINIMUM QUALIFICATIONS:** Bachelor's Degree from an accredited college or university with a major in Business Administration or closely related field and nine (9) years progressively responsible experience in fleet maintenance operations, including three (3) years supervisory experience, or any equivalent combination of training and experience. A valid Florida driver's license is required.