



CITY OF ANN ARBOR, MICHIGAN
POSITION DESCRIPTION

FLEET & FACILITY SERVICES MANAGER

Job Code: 403200	
Service Area: City Administrator	
Service Unit: Fleet & Facility Services	
Salary Grade (Non-Union): 11	Pay Scale (Union): N/A CP: No
Exemption Status: Exempt	
Accountable To: Deputy City Administrator	
Union/Non-Union: Non-Union	
Union Name: N/A	
Essential Driver: Yes	
Telecommuting Eligible: Hybrid	
Responsible for supervising the following positions: Facilities Supervisor, Fleet Supervisor, Fleet and Facilities Financial Analyst	
Description Prepared By Updated by M. Kulhanek 2/26/2024, 4/9/2024 HR Review – CL, EAJ 4/1/2024, 4/17/2024 Legal Review – MR 4/25/2024	

Date Position Description Finalized

04/25/2024

Role Summary

To provide strategic and operational leadership and direction to the City's Fleet & Facility Services Unit, encompassing the Ann Arbor Airport, Fleet Services, and Facility Maintenance.

Duties

Duties are performed under the general supervision of the Deputy City Administrator or designee and may include the following:

Essential Duties

- Responsible for the overall management, strategic planning, and facility development for the Fleet & Facility Unit.
- Responsible for planning, organizing and directing the activities involved in all aspects of the airport, fleet, and City facilities including: personnel management, training and supervision in all areas of responsibility. This commonly involves driving to various City facilities.
- Developing and monitoring key performance metrics for the unit
- Budget preparation and oversight; complaint resolution
- City Council resolution and ordinance preparation and presentation
- Coordination of all activities involving the planning, design and construction of airport facilities and other City buildings, which may include application preparation and the use of federal and state funds
- Contract negotiations and management of all airport facility leases and the related establishment of rates and charges and collection of money due the City
- Development and coordination of the purchase, replacement and maintenance of City vehicles and equipment
- Oversee the electrification of the City fleet including planning, procuring and funding of charging infrastructure
- Preparation and oversight of an emergency program and procedure for the airport which includes outside support agencies
- Presentations to citywide groups and at public meetings
- Compliance with airport design and operational obligations of the airport through frequent communication with the FAA and MDOT Office of Aeronautics
- Act as staff liaison to the Airport Advisory Committee including attendance and coordination of agendas, minutes and meeting presentations
- Development of a professional staff with a high degree of competence and sound judgment in all aspects of Fleet and Facility Services' responsibilities.

Related Work

- Administer the unit's budget and monitor resource allocations and expenditures
- Oversee operational, capital, budget and grant request preparation
- Coordination with other City and Areas and Units, federal, state and local government agencies and citizen organizations to optimize operations and public benefit
- Responsible for the implementation of City policies and procedures
- Responsible for determining and implementing the unit's policies and procedures, planning long-range programs, and making technical and administrative decisions

- Responsible for delegation of considerable authority for the performance of technical and administrative activities, but retains responsibility for results
- Identifies business opportunities and demonstrates continuous efforts to improve operations, performance, streamlining of work processes and works cooperatively and jointly to provide quality customer service
- Responds to internal and citizen complaints
- Handles union grievances; prepares and reviews bids and recommends contractor/architects/engineers for design and construction of capital improvement projects
- Performs related duties as assigned

Knowledge of: (position requirements at entry)

- Principle and practices of personnel management and supervision
- Principle and practices of accounting, budget preparation and management
- Pertinent federal, state county and city laws, codes, ordinances and regulations
- Customer service principles and practices
- Contract law and regulations
- Marketing and sales methods
- Occupational safety principles and practices
- Employee/labor and union relations
- Aeronautical regulations, activities and specialized facility and equipment requirements
- Environmental laws and management practices
- Aircraft emergency and airport security rules and procedures
- FAA and MDOT Office of Aeronautics activities, responsibilities, grantsmanship and relationship to airports
- Computer software applications used by the City and Unit

Skills and Ability to: (position requirements at entry)

- Study operations and Unit needs and institute improvements
- Evaluate alternative programs and make recommendations
- Solve complex problems after performing analytical research
- Interpret and apply legislation, laws and procedures related to the Unit
- Perform a broad range of supervisory responsibilities over others
- Effectively communicate through oral and written instruction, including public speaking
- Effectively conduct public relations with industry, citizen and other interested groups
- Produce beneficial results for Unit and City through thorough preparation and negotiation
- Set priorities, coordinate multiple tasks and projects, and meet deadlines
- Organize and administer all functions of the Fleet & Facility Services Unit

Equipment

Computer, standard office equipment, and two-way radios

Education, Training and Experience (position requirements at entry)

Required:

- Bachelor's degree in Business, Facility Management, Public or Aviation Administration, or related field
- 5 years experience in Municipal Management, Airport Management or related field
- Supervisory experience of at least 5 years
- Experience working in a union environment of at least 2 years
- At least 2 years experience with contract management
- The City of Ann Arbor will consider an alternative combination of education and experience

Preferred:

- Government Administration of 5 years or more

Licensing Requirements (position requirements at entry)

- Must obtain a State of Michigan Airport Manager License within 90 days from hire.
- Valid driver's license

Physical Requirements

The physical ability to drive, walk, stand, stoop, bend, kneel, crouch, reach, pull, push, grasp, lift, talk, see, hear and perform repetitive motions.

The incumbent may be required to traverse on rough, uneven terrain, as well as wet and slippery surfaces to access work and assist in work areas. The work may occasionally involve the ability to perform light lifting (up to 30 pounds) and to remain in a sitting or standing position for extended periods of time.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to lift, carry, push, pull or otherwise move objects, including the human body.

The physical demands described here are representative of those that may be met by an employee to successfully perform the essential duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.