



# CITY OF OMAHA CLASS SPECIFICATION

**CLASSIFICATION TITLE: FLEET AND FACILITIES COORDINATOR**

**BARGAINING UNIT: CIV MANAGEMENT CODE NUMBER: 0175**

**PAY RANGE CODE: 10.1 MC REVISION DATE: 1/28/16**

## **NATURE OF WORK:**

This is responsible administrative and supervisory work in the maintenance and acquisition of Omaha Police Department facilities, automotive fleet, and fixed equipment. The work involves budgeting, tracking of expenditures, participation in the writing of specifications and contracts, and arranging for the maintenance and renovation of facilities. It also involves overseeing work performed by contractors, such as custodial and grounds maintenance. It involves budgeting, tracking of expenditures, and maintaining repair records for the Department's automotive fleet, coordinating and scheduling preventive maintenance, and participating in the writing of specifications for new vehicles and equipment to be added to the fleet. An incumbent in this position serves as the Omaha Police Department liaison with other city departments. An incumbent in this position also exercises considerable independence in the performance of duties and exercises judgment when dealing with problems or special situations; however, work is subject to review by a supervisor.

**ESSENTIAL FUNCTIONS:** *(Any one position may not perform all the duties listed, nor do the listed examples include all the duties that may be performed in positions allocated to this class.)*

Prepares specifications and participates in the writing of contracts for facilities services. Assigns and oversees the work performed by contractors, building engineers, and technicians.

Plans, schedules, and supervises the maintenance of facilities, equipment, and grounds.

Receives and prioritizes requests for building repairs, investigates complaints, and completes work orders. Maintains a filing system for the follow-up of work orders.

Coordinates work projects with other maintenance districts or divisions.

Operates, updates, and maintains the Omaha Police Department computerized controlled access security system and security camera system.

Maintains computer records of the Omaha Police Department telephone system and arranges for the installation and repair of telephone equipment.

Maintains records of the facilities' key and lock systems and periodically provides escorts for non-Police personnel into secure areas.

Oversees and participates in minor maintenance on furniture and equipment, the installation of equipment, such as lockers, desks, and chairs, the storage of equipment not in use, the maintenance of the landscaping and ornamental plants, and the initial snow removal and salting of walkways.

Ensures that all cleaning equipment and lighting systems are properly maintained and repaired.

Communicates with supervisors regarding emergency parts orders and shipping delays.

Acts as a liaison for the Omaha Police Department with representatives of other city departments and with private and commercial concerns in the process of acquiring, disposing, having repaired, or replacing items of real and personal property.

Participates in the writing of specifications for the purchase of and coordinates the acquisition of new vehicles, vehicle equipment, and supplies.

Coordinates with members of the city's Vehicle Maintenance Facility for the repair and return of units of the automotive fleet.

Allocates vehicles to the Units and maintains records of each Unit's vehicles, assigns users and keys to each vehicle.

Maintains computer records of mileage and repairs for each of the units in the fleet and earmarks them for auction or salvage when necessary.

Maintains regular job attendance in accordance with a schedule established for the position by the supervisor.

Performs other related duties as assigned or as the situation dictates within the scope of this classification.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of modern business and effective management theories, practices, and techniques.

Knowledge of Omaha Police Departmental policies and standard operating procedures.

Knowledge of and ability to operate a computer or other technology using standard or customized computer or systems software applications appropriate to the assigned tasks, including a computer-aided design system to aid in blueprint drawing for construction projects.

Knowledge of the principles used in building construction and repair, including building electrical and mechanical systems.

Ability to learn and adapt to advances in computer and electronics device technology and software.

Ability to plan, coordinate, and supervise the activities of subordinates.

Ability to develop and maintain a budget, including participating in developing the Capital Improvement Program.

Ability to organize and prioritize work and work assignments and to maintain records of work completed.

Ability to establish and maintain effective working relationships with other departmental personnel, members of other city departments, private contractors, and the public.

Ability to understand rules, regulations, and environmental issues governing the handling and use of chemicals, cleaning compounds, and hazardous waste in the maintenance of facilities and vehicles.

Ability to understand oral or written instructions.

Ability to communicate effectively, orally and in writing.

Ability to write contract specifications and requests for proposals (RFPs).

Ability to read architectural plans.

Ability to adhere to safety policies, procedures and guidelines.

Ability to stand and walk from 50 to 75% of the time and to stoop, bend, kneel, push, pull, or lift up to 25% of the time.

Ability to use fifty (50) pounds of force occasionally, twenty five (25) pounds of force frequently, and lesser amounts of force constantly to move objects.

**EDUCATION AND EXPERIENCE:** *(The knowledge, skills, and abilities above may be acquired through, but are not limited to, the following combination of education and/or experience.)*

Two years of college level courses in architecture drafting and design, construction management or a related field

AND

Four (4) years of progressively responsible experience in building and grounds maintenance and vehicular maintenance

OR

An equivalent combination of education and experience.

**SPECIAL REQUIREMENTS:**

Must possess a valid motor vehicle operator's license at time of application.

Must maintain a telephone for emergency after hours contact.

Must be available to work flexible hours, weekends, and holidays.

**WORKING CONDITIONS:** *(The conditions herein are representative of those that must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.)*

Work is performed primarily in an office setting amid normal levels of dust, odors, fumes, and noises, but may be performed outdoors in all weather conditions amid above normal conditions of humidity, fumes, odors, chemicals, and dust. Work may involve exposure to motor vehicle and chemical fumes, as well as pollen, weeds, and other airborne allergens. Work may be performed near vibrating machinery and moving mechanical parts.

**EQUIPMENT OPERATION:** *(Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)*

Automobile  
Computer and application software  
Copier

Printer  
Telephone

Previous Revision Date(s):  
01/04/2000