



MIDLAND  
COUNTY ROAD COMMISSION  
2334 N. MERIDIAN ROAD  
SANFORD, MI 48657

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[www.midlandroads.com](http://www.midlandroads.com)

**POSITION: Fleet & Facilities Manager**

**General Summary:**

The Fleet & Facilities Manager performs a variety of supervisory and administrative tasks associated with vehicle and equipment maintenance, along with managing the road commission facilities and grounds.

The primary duty of this position is to provide leadership and directions to the mechanics, serviceman, stock clerk, and other personnel in the maintenance and repair of vehicles and equipment. This requires extensive mechanical abilities and the ability to diagnose mechanical failures. Must be able to communicate courteously and effectively with co-workers, elected officials, and the general public. Is expected to exercise considerable independent judgement while completing work assignments and supervising other employees.

**Major Duties of Position:**

1. Prepare daily work schedules for the repair and maintenance of vehicles and equipment, and assign personnel to complete such work.
2. Oversee an effective preventative maintenance program. Recording all service intervals, also recording all repair and maintenance work of road commission vehicles and equipment.
3. Work with operators and foreman to resolve vehicle and equipment breakdowns and coordinate repairs.
4. Oversee the stockroom inventory, approve all invoices, and purchase orders.
5. Organize and review accounts payable invoices and shipping documents, and coordinate with finance director for payment.
6. Keep an organized and efficient tool crib.
7. Prepare specifications for purchases of new equipment and any facility related items.
8. Produce and monitor budget for all equipment and facility related expenses.
9. Maintain maintenance and repair schedules for road commission facilities and grounds.
10. Maintain fuel and gas systems, facility security systems, and two-way radio systems.
11. Maintain equipment and building insurance policies.
12. Create and maintain all associated MIOSHA records as required by law.
13. Organize and run road commission safety committee.
14. Make recommendations for cost saving ideas, while striving to manage the road commission fleet and facilities in a cost-effective manner.
15. Handle initial disciplinary actions.
16. Assist with employee training.
17. Assist in hiring of personnel.
18. Along with the superintendent, represents the commission at first meeting with union committee pertaining to grievances or other matters.
19. Thoroughly inspect crew timecards, log, and give to payroll clerk.

The duties stated herein are intended to describe the general nature and level of work to be performed by the Fleet & Facilities Manager. It is not to be construed as an exhaustive list of all duties and responsibilities of the position.

**Required Qualifications:**

1. Associates Degree in Heavy Equipment Technology/Automotive Technology or Management and/or 5 years of Automotive/Heavy Equipment Management.
2. Have current knowledge of computer systems, with experience and understanding of Microsoft Excel, Microsoft Word, fleet management software programs.
3. Have current knowledge in multiple diagnostic software platforms.
4. Ability to deal with people effectively and courteously.
5. Ability to formulate accurate written documents.
6. Willingness to work extended hours, as necessary, including being part of a 24 hr. on-call rotation.
7. Maintain current State/ ASE certifications including:
  - a) Michigan Commercial Drivers License (CDL) Class A with N endorsement
  - b) Master Medium/Heavy Truck Technician
  - c) Master Automotive Technician
  - d) Master Parts Specialist Heavy Truck/ Automotive
8. Experience in inventory control and management, budgetary planning, and facility maintenance.
9. Experience in researching and negotiating with vendors for quality products at the best price.
10. Must be able to equally and fairly correct unacceptable employee behavior, according to the union contract.

**Position Benefits:**

1. Paid time off (PTO)
2. Holiday time
3. Employee Healthcare Plan – Coverage 30 days after service start date
4. Dental Insurance, Life Insurance, Short and Long Term Disability
5. MERS Pension
6. 457 Retirement Saving Plan
7. Health Care Savings Program

Send resume to: Midland County Road Commission, 2334 N. Meridian Road, Sanford, MI 48657 or email to [jobs@midlandroads.com](mailto:jobs@midlandroads.com). Resumes received after the deadline may still be considered up until the position has been filled.

The Midland County Road Commission is an equal opportunity employer.