

LINK ASSOCIATES JOB DESCRIPTION

POSITION TITLE: Fleet and Facilities Administrator (FFA)
REPORTS TO: Fleet and Facilities Director (FFD)
DIRECTLY SUPERVISES: DSP Driver On-Call (DSP-D-OC) as assigned
Fleet and Facilities Support (FFS)

POSITION SUMMARY

Oversee the transportation program, maintenance of the agency's properties and coordination of central stores, including compliance with accreditation and organizational standards. Responsible to assure maintenance and operation of agency vehicles, coordination of the transportation needs for persons served, and long-term fleet planning and budgeting. Responsible for the development and implementation of agency transportation and safety orientation for agency staff.

ESSENTIAL JOB FUNCTIONS

- Work with the Fleet and Facilities Director to develop and include area staff in a shared vision for the future of the organization, build understanding of the current mission and develop appropriate goals and strategies to advance that mission.
- Work with the Fleet and Facilities Director to develop operational objectives to support the strategic plan and lead area staff to the implementation of the strategic and annual plans.
- Lead area staff to manage and administer programs and services consistent with licensure and accreditation bodies, evaluate the results of overall operations regularly and systematically, and report results to the Fleet and Facilities Director.
- Interpret policies and procedures to area personnel and propose areas for change and implementation to the Fleet and Facilities Director to bring to the Executive Director. Ensure departmental staff comply with agency's policies and procedures.
- Provide supervision to all department personnel including coaching, the development and review of performance evaluation, completing the interview process and proposed salary adjustments. Compile information and consult with Department Director for preparation of disciplinary actions as needed and participate in the disciplinary actions as coordinated with the Corporate Operations Director.
- In conjunction with other management staff complete assigned responsibilities for the agency including program evaluation and preparation for surveys.
- Assist in the preparation of the area budgets and analyze on a monthly basis the assigned area income and expense statements, develop plan of action to assure goals and objectives are met.
- Ensure documentation is complete and accurate for billing and submission of accurate reports to accounting for billing. Perform internal reviews of documentation as directed including performing second level review of accounts receivable of monthly claims submitted for payment.
- Ensure the departments electronic files are maintained, accurate and up to date.
- Conduct department staff meetings as directed by the Fleet & Facilities Director.
- Provide direct support to persons served as needed during medical, safety, behavioral, and emergency situations.
- Complete and submit all required documentation in a manner that is legible, accurate, and inclusive of all required information.
- Represent area and Link Associates to internal and external stakeholders, persons served and the community in a professional manner.
- Work with the Fleet and Facilities Director to coordinate purchasing and delivery of central supplies and oversee organizational inventory.
- Report to work hours as scheduled.

- Be awake and alert during your time at work. (Staff in the residential services programs are allowed to sleep when those they support are asleep with the expectation you will be awake and actively supervising persons served when they are awake.)
- Confer with persons served and stakeholders to evaluate, market, and promote services.
- Analyze potential service agreements/contracts/bid/price quotes to determine feasibility prior to presenting to the Fleet and Facilities Director.
- Assist Fleet and Facilities Director with providing direction for 3rd Party and In-House Preventive Maintenance Plans.
- Assist Fleet and Facilities Director with RFP and contract negotiations for facilities and service-related vendors scopes. Examples include Landscaping, Fire Systems, Elevators, Vehicles, Parking Lot Maintenance.
- Assist Fleet and Facilities Director with verifying work (by internal staff as well as contractors) is completed to a satisfactory level, applying for permits, attending inspections with local government agencies and accrediting agencies, annual facilities audits.
- Assist Fleet and Facilities Director and other management staff with projects and other duties as assigned and coordinate area activities with those of other areas and departments.
- Coordinate transportation needs for the agency including analysis, scheduling, planning, and assigning drivers of fixed routes, agency routes and para-transit plans, submission of information to insurance company for claims/renewal/driver records, negotiation of new leases, maintenance and repair of vehicles, driver orientation and record checks. Develop long term fleet planning and ensure accuracy and efficient billing of transportation services. Managing budgets, develop and implementing improved transportation administration policies and procedures, complying to transportation regulations and company policies.

GENERAL AREAS OF RESPONSIBILITY

- It is the responsibility of each Link Associates employee to:
 - Treat all persons served with dignity and respect, prioritize the needs of and advocate for the people we serve.
 - Maintain confidentiality of agency, persons served, employee and salary information.
 - Promote the human dignity, rights, safety and well-being of persons served.
 - Professionally and ethically handle the money and property of the agency and the persons served.
 - Fulfill all responsibilities as a mandatory reporter.
 - Display a positive attitude towards persons served, programs and the agency.
 - Demonstrate good communication with persons served supervisors, peers, outside resources and family/guardians.
 - Demonstrate good attendance.
 - Punctually attend all assigned meetings, in-services and trainings.
 - Demonstrate involvement as a team member.
 - Adhere to all applicable regulations, laws, policies, procedures and know and understand your job description.
 - Submit paperwork and meet job responsibility deadlines as assigned.
 - Transport persons served with agency or own vehicle as assigned.
 - Maintain all required trainings/approvals/licensures/certifications.
 - Perform duties in a safe manner, in order to prevent injury to themselves and others.
 - Participate in and see their role in community relations and fundraising efforts.
 - Other duties as assigned.
- It is the responsibility of each Supervisory/Administrative employee to:
 - Monitor and evaluate progress of employees in a timely and accurate manner.
 - Provide fair and consistent direction to employees.
 - Be visible to employees and persons served in area of responsibility, thus providing an effective role model and mentor.
 - Demonstrate responsibility in maintaining budget and controlling costs.
 - Ensure effective interpersonal relations with other areas and departments.

QUALIFICATIONS

- Bachelor’s degree in social services, Administration, Management or Industrial Safety with a minimum of two (2) years related successful work experience and/or training and two (2) years of supervisory experience. Exceptions must receive prior approval from the Executive Director.
- First Aid and CPR Instructor certification required and must obtain within six (6) months of employment.
- Class “C” CDL license with passenger endorsement required.
- Must meet agency policy on transportation and background checks.
- Possess ability to work on a daily basis utilizing standard office, shop and home equipment.
- Proven proficient ability to use independent judgment, analytical/decision-making skills, verbal and written communication skills, human relation skills, team working skills, and organizational skills.
- Position will contain medium physical work consisting of occasional 2-handlifting from floor to waist of up to fifty (50) pounds and occasional 2-hand push/pull of up sixty (60) pounds of force. This position consists of frequent standing, walking and reaching. The position requires frequent forward bending or crouching or stooping. The employee will need to occasionally climb stairs without the use of railings and occasionally sit.

This job description does not state or imply that the above are the only duties and responsibilities assigned to the position. Employees holding this position will be required to perform any other job-related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability. Each employee is responsible for knowing and following Link Associates Policies and Procedures.

I have received and have had the opportunity to ask questions on the contents of this job description and my signature indicates that I am able to complete the essential functions of the job. I understand that it is my responsibility to immediately report to my supervisor any change in my ability to complete essential job functions.

Employee Signature

Date Signed

Employee Printed Name