

CITY OF FRISCO

- Knowledge of budget development practices and procedures.
- Knowledge of inventory control methods and techniques.
- Knowledge of computers and related equipment, hardware and software.
- Knowledge of City policies and procedures.
- Knowledge of fleet maintenance and repair procedures.
- Knowledge of equipment repair schematics and diagrams.
- Knowledge of occupational health and safety rules and regulations.
- Proficiency in the use of computers and related equipment, hardware and software to track maintenance records and inventory costs, materials and hours.
- Skill in effective oral and written communications.
- Skill in planning and implementing departmental and division procedures and objectives.
- Skill in planning and coordinating multiple projects.
- Skill in effectively supervising and delegating duties to assigned staff.
- Skill in resolving customer complaints and concerns.

Preferred Education, Experience, and Certifications:

- Bachelor's degree in government, business, engineering or related field **and** five (5) years in vehicle and heavy equipment management and supervision; **or** equivalent combination of education and experience.
- Must pass a pre-employment drug screen, criminal background check and MVR check.
- Must possess valid State of Texas Drivers License.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in office and construction maintenance environments.
- May be subject to repetitive motion such as typing, data entry and vision to monitor.
- May be subject to standing and walking over rough or unstable terrain, bending, reaching, kneeling and lifting.
- May be subject to exposure to extreme weather conditions, hazardous chemicals and fumes, infectious diseases, and air and water borne pathogens.
- Must be able to lift up to 25 pounds.

Equipment and Tools Utilized:

- Equipment utilized includes personal computer, copier, calculator, fax machine, two-way radio, cellular telephone, backhoes, front-end loaders, power and hand tools, and department vehicles.