



GIRL SCOUTS—DAKOTA HORIZONS

Position Title:	Properties and Fleet Manager
Location:	HQ-Sioux Falls, SD
Position Classification:	Full Time/Exempt
Reports To:	CFO
Approved By:	Chief Human Resources & Risk Officer
Direct Reports:	None

Position Summary:

The Properties and Fleet Manager is responsible for providing overall leadership, management and repair/maintenance of council owned and leased property and fleet assets. Under the direction of the Chief Financial Officer will manage, maintain, repair and/or coordinate maintenance, janitorial and repair of all council owned and leased assets including properties and systems, grounds, fleet vehicles and camps. Will collaborate with the CFO and recommend actions to improve and maintain the council's assets to ensure needs of the staff, volunteers and girls are met and are able to support effective operations. The Properties and Fleet Manager is also responsible for the management of all outside contracts regarding council property and the coordination of repairs of council owned properties.

Major Accountabilities-Repair and Maintenance

1. Protects, maintains and/or repairs all council-owned and leased assets, properties and grounds.
2. Under direction of the CFO, negotiates, procures, and oversees janitorial services, lawn, landscape, and snow removal service contracts. Maintains associated records.
3. Responsible for overseeing a consistent schedule of routine maintenance and monitoring of all heating, ventilation, air condition, water, sewer and electrical systems.
4. Collaborates to administer property utilization and rental activities and associated reporting.
5. Completes, coordinates and/or oversees major repairs for council owned properties including HVAC, electrical and plumbing.
6. Maintains lease agreement files, purchase agreement files, building blueprints, and building plans files.
7. Coordinates and schedules fleet routine maintenance and repairs. Maintains associated records.
8. Develops and coordinates office key system.
9. Collaborates with the CFO on matters pertaining to properties and fleet budgets and operations and ensures department stays within budgetary parameters.
10. Actively collaborates together with the CFO and other members of Council Leadership to set strategic and operational goals.
11. Oversees and coordinates work associated with capital building projects.
12. Travels across the council to provide routine maintenance/repair services and support to service centers and other council owned properties on a regular and consistent basis.

Major Accountabilities-Leadership

- 1. Actively and consistently demonstrates the Girl Scouts norms by holding self accountable for results, holding the whole, assuming good intent, taking in ideas without judgment, embracing conflict and disagreement, speaking truth in a constructive way with a goal for mutual resolution, and staying focused on our mission.
- 2. Demonstrates service excellence and positive interpersonal relations in dealing with others including staff, Board, and community members, so that productivity and positive relations are maximized.

Qualifications:

- 1. Associate’s degree with 3 years prior relevant facilities and properties experience preferred.
- 2. Project management and customer management skills
- 3. Demonstrated passion and enthusiasm for the Girl Scouts Mission as well as for customer advocacy. Strong sense of urgency and results-orientation are required
- 4. Exceptional written, verbal, listening and interpersonal skills with the ability to be diplomatic, persuasive, and build support and commitment
- 5. Knowledge of Microsoft Office products
- 6. Proficient mechanical and technical aptitude
- 7. Ability to work a flexible schedule that includes some travel, night and weekend hours as needed.
- 8. Ability to independently travel throughout the council’s entire geography.
- 9. Valid driver’s license.
- 10. Actively and consistently demonstrate the Girl Scouts norms and culture.
- 11. Ability to maintain active, paid membership in GSUSA annually.
- 12. Ability to maintain regular and consistent attendance.

Working Conditions/Physical and Safety Requirements:

- 1. This position will work in normal business office environment conditions, outside in the elements or in outdoor facilities on a regular basis.
- 2. Must be able to regularly lift and carry up to 30 lbs.
- 3. Must be able to successfully complete required pre-hire criminal background screening
- 4. Required to perform tasks while sitting at a desk, using normal hand dexterity on a regular basis. Mobility is required, including standing, moving about, bending, stooping, climbing and reaching.

Employee Signature

Date

Manager Signature

Date

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed. This job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.