



## POSITION OPENING

**POSITION: Facilities & Fleet Manager**

**Location: Fresno, CA**

### ABOUT US

Established in 1917, Fresno Madera Farm Credit provides quality credit and financial services in Fresno and Madera counties, located in the state of California. Our mission is to provide access to credit and related services to farmers and ranchers in our region as an efficient organization that delivers service with people that are passionate about creating the best possible customer experience to the generations of farmers and ranchers that we proudly serve. Fresno Madera Farm Credit offers competitive compensation packages and excellent benefit programs. We have a team driven, performance focused culture, with a strong focus on customer service, and fulfilling our mission to Agriculture.

### JOB DESCRIPTION

Fresno Madera Farm Credit is searching for a self-motivated, highly driven individual to join our fast-paced team environment. The Facilities & Fleet Manager will execute on the strategic plan for our facilities and fleet program and ensure that Association assets are maintained for long term viability. This position reports directly to the Association's Appraisal Program Manager and responsibilities will include:

#### **Facilities & Fleet Management**

1. Assist in the strategic planning process by identifying and recommending budget funds for facility and fleet related projects
2. Oversee facility related projects by coordinating with the third-party vendors and obtaining the outcomes as set by management
3. Monitors the monthly budget, and prepares and presents budget status reports
4. Negotiates with third parties on lease agreements and contracts
5. Coordinate with third parties to ensure the appropriate maintenance and repairs of all facilities and fleet vehicles
6. Monitor all facilities contracts and service providers to ensure service level agreements are met
7. Monitor all facilities to ensure they are safe, secure, and well-maintained

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Outstanding customer service skills to promote and support a service-oriented culture.
2. Ability to manage projects, provide timely status updates and deliver expected outcomes.
3. Demonstrated ability to get results in working with others, take initiative, set an example for others and lead through change.
4. Effective written and verbal communication skills to interpret and/or discuss technical or sensitive information with internal and external customers.
5. Exceptional problem solving, organizational and decision-making skills. Ability to plan workload and prioritize business needs effectively.
6. Functional skills with Microsoft Office Suite including Word and Excel.





**MINIMUM QUALIFICATIONS:**

- ❖ Associate degree in facilities management, construction management or a related field.
- ❖ Minimum five years of related experience; Or an equivalent combination of education and experience sufficient to perform the essential functions of the job.

**To be considered for this position, please send a cover letter and resume by email to [hrdepartment@fmfarmcredit.com](mailto:hrdepartment@fmfarmcredit.com). If you have any questions, please contact Christi Divine at (559) 277-7000.**

**DISTRIBUTION: External Posting**

**DATE: May 25, 2021**

**FINAL FILING DATE: *Applications will be accepted until filled.***

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