



## **Maintenance Manager**

Pacific Convenience & Fuels is a growing and innovative company in the gas station/convenience store industry. We currently operate over 200 gas stations and convenience stores in 5 states, with the desire to continue to grow. Our corporate office is in San Ramon where we are looking for a Maintenance Manager to develop all aspects of the Company's maintenance, repair and loss control functions.

### **Responsibilities Include:**

- Ensures for the Company, non-contractor related, preventative maintenance, upkeep maintenance, routine and casualty repairs, regulatory compliance, retail loss control, and pollution prevention.
- Procures and manages contractor agreements and contracts.
- Provides direction to employees to ensure the most efficient and cost effective methods and procedures of operations are utilized.
- Establishes goals, standards, and expectations for employees and effectively measures performance.
- Provides effective direction and guidance to employees by creating an environment designed to exceed customer and Company needs in a professional and efficient manner.
- Through effective communication and involvement, coordinates with all departments and personnel to keep them apprised of projects, status, and work that is being conducted at each retail site. Effectively coordinates work projects to minimize disruption and promote smooth, customer-focused operations.
- Coordinates appropriate staffing needs to meet both customer and the Company's daily objectives.
- Demonstrates a high degree of ethical business practices, which exhibit respect for utilizing the viewpoints and perspectives of a diverse group of people whose race, ethnicity, gender, age or culture reflect the marketplace and communities in which the Company conducts business.
- Has flexibility to perform other business functions as required by the company.

### **Maintenance and Repair**

- Provides direction, planning, and evaluation of all building and grounds repair and maintenance that do not require outside contractors and continuously improves service, quality, and effectiveness of these resources. This would include work that requires store or retail site roofing, minor painting, signage, paving, and other site-specific work.
- Creates and uses a systematic program of scheduling for preventative and routine maintenance and repair.
- Ensures compliance with all pertinent rules, regulations, and laws.

- Continuously improves and initiates effective solutions and/or changes which are cost effective for the Company and which provide excellent service for the customers.
- Establish and manage effective system(s) of proper contract writing, specification creation, purchasing, and project oversight and follow-up.
- Develop procedures, policies, and practices to ensure maximum operating systems are achieved.
- Proactively manages casualty repairs to minimize expense and optimize operations.
- Ensures appropriate training and development to employees to promote safety and security.

### **Financial Planning and Implementation**

- Collaborates with all appropriate personnel in the development of the Company Maintenance/Compliance\_ capital expenditures and operating expenses that evolve from the Company's overall long and short term objectives.
- Works proactively and collaboratively with the Retail Operations Team in the execution of the retail organization's long and short range business plans, goals, and objectives to ensure a professional image and well maintained retail facilities.
- Develops, communicates, and directs routine procedures for review, analysis, and optimization of operating costs.
- On an annual basis, develops budgets for Maintenance/Compliance. Tracks expenditures of approved projects against estimates and financial and budget objectives and regularly makes effective and appropriate adjustments.
- Effectively use Enterprise and other appropriate resources and information to develop and use relevant and useful reports and analytical tools.

### **Company Fleet Vehicle Management**

- Ensures the effective management, policy development and enforcement, oversight, maintenance, ordering, delivery, and accounting of all company-owned vehicles.
- Provides on-going tracking of vehicles and ensures the safe operations of all fleet vehicles through regular monitoring of driving records.

### **General Experience Required:**

- Demonstrated effective experience, knowledge, and working understanding of civil, mechanical, and electrical engineering activities; 3 – 5 years experience.
- Strong, demonstrated ability to create, build, develop, coach, and lead an effective team whose focus is on customer service and Company profitability. Able to show an effective history both orally and in writing. Requires 7-10 years experience with progressively increased responsibility.

- Strong and effective demonstration of flexibility and creativity in problem solving and developing and analyzing the effectiveness of existing and new operating systems; 5-7 years experience.
- Demonstrated success in handling demanding workload requiring strong and effective organization skills; 5-7 years experience.
- Demonstrated operating competencies in directing and leading strategy, planning, budgeting, and working collaboratively with teams. Provide oral and written history of these abilities. Requires 5-7 years experience with progressively increased responsibility.
- Extensive, effective knowledge of laws, regulations, and court cases applicable to all functional work areas; 5-7 years experience.
  
- Strong demonstrated written and oral communications skills. This skill set will require both written and oral demonstration prior to, during, and after the interview; 5-7 years experience.
  
- Strong, demonstrated intermediate or advanced-level Information Systems skills, e.g., PC experience and proficiency in word processing, spreadsheets and database applications, e.g., Microsoft Word, Excel, Access, and Internet ; 3 – 5 years experience.
  
- Current 40-hour HAZWOPER certification preferred