



## **FLEET MANAGER**

### **GENERAL RESPONSIBILITIES**

Under the leadership of the Executive Director of Transportation and Fleet Management Services, the position is responsible for ensuring the safe and economical usage of fleet vehicles; planning, acquisition, maintenance, repair and disposal of fleet assets; and oversight of multiple repair facilities conducting fleet maintenance operations.

### **ESSENTIAL FUNCTIONS**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Provide guidance and oversight to the fleet maintenance division in support of the Office of Transportation and Fleet Management Services' mission and goals.
- Provide leadership of the division's vehicle maintenance operation to include the repair facility, warehouse, and office personnel, and budget at multiple maintenance facilities.
- Assist in providing oversight in disciplinary matters, performance monitoring and policy enforcement.
- Assist in the development of policies and regulations.
- Work collaboratively to develop and establish policies relating to the acquisition, maintenance and disposal of the school systems fleet assets.
- Develop and maintain fuel product program; ensure audit and reporting are accurate and timely.
- Monitor overall compliance with local, state, and federal requirements relating to the operation, preventive maintenance and special conditions of pupil transportation fleet vehicles.
- Prepare and justify budget submissions; ensure resources are allocated to areas appropriate for the economical and efficient operation of the divisions fleet needs.
- Develop specifications for use in purchasing standard fleet assets and major inventory items through the bid process.
- Work with the Executive Director to determine replacement intervals and develop specifications for specialized fleet assets.
- Coordinate purchase of new fleet assets.
- Coordinate sale of surplus fleet assets and ensure all applicable regulations and procedures are followed in executing sales.
- Respond and/or dispatch service personnel to emergency situations during and after normal work hours when required.
- Coordinate and provide input concerning the yearly performance evaluation of assigned employees.
- Utilize and maintain the specified fleet management information system effectively; enter work orders, research work history, run reports, update tables, and verify data integrity.
- Provide a weekly accomplishment summary report to the Executive Director.
- Provide responsive high-quality service to school board employees, representatives of outside agencies, and members of the public by providing accurate, complete and up-to-date information in a courteous, efficient and timely manner.
- Participate as a member of interview committees, as requested.
- Perform related work as required.

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

Comprehensive knowledge of the principles and practices of fleet repair facility management, hazards and safety precautions of large-scale operations, business practices applicable to fleet management, budget and accounting principles and procedures, and preventive maintenance inspection methods and procedures. Comprehensive knowledge of existing and proposed state, local and federal laws, regulations, rules, and standards affecting vehicle maintenance, inspection, and specifications. Skillfully manage multiple departments, including separate physical locations and subordinate supervisory personnel. Skillfully research and prepare technical specifications for vehicles and equipment and analyze data and prepare reports regarding a wide variety of fleet equipment. Expert ability to communicate effectively both written and orally in situations which require a high degree of sensitivity, tact, and diplomacy, use electronic record keeping and fleet management systems to manage fleet assets and monitor/report on statistical data, identify employee and customer concerns and address those matters appropriately and in a timely manner, establish effective working relationships, emphasize and demonstrate the department's goal of customer service in all aspects of work.



**EDUCATION AND EXPERIENCE**

**Required:**

Bachelor's Degree in business or public administration or related field.

Ten (10) years of experience servicing and repairing vehicles and equipment in a commercial, industrial, or municipal environment.

Supervisory responsibilities or equivalent experience.

A valid Virginia Driver's License (required at the time of appointment) and must be maintained throughout employment.

A valid Virginia Class B Commercial Driver's License (required within six (6) months of appointment) and must be maintained throughout employment.

**Preferred:**

Master ASE certifications in any of the following test series: Automobile Technician, School Bus Technician, or Medium/Heavy Truck Technician

A comparable amount of training and experience maybe substituted for the minimum qualifications.

**PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls.

Frequent walking, standing, bending, grasping, fingering, repetitive motion, and driving. Occasional sitting, stooping, balancing, and reaching. Work involves moderate exposure to unusual elements such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, extreme vibrations, hazards such as moving vehicles, electric current, exposure to chemicals, moving mechanical parts, etc. and/or loud noises. Ability to over 50 pounds rarely. Requires timely and regular adherence to established work schedules.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

**SPECIAL REQUIREMENTS**

Regular and reliable attendance is an essential function of this position.