

**POSITION TITLE:** Manager of Fleet Services

**QUALIFICATIONS:** Must have a high school diploma or its equivalency, plus five years of vehicle maintenance experience in a supervisory capacity, preferably in a medium to large vehicle maintenance shop. Associates degree or technical school certificate in related field preferred. Experience and training of fleet maintenance, with additional courses completed in interaction management and material management. Master Mechanic Certification desired with experience in gasoline and diesel engine maintenance. Must be familiar with repair parts procurement, inventory control procedures as requirements, and conduct in-service training. Must possess a valid Driver's License. A Virginia Driver's License must be obtained within six months of employment. Must possess the ability to supervise and evaluate employees and delegate work assignments.

**PERFORMANCE EXPECTATIONS:** Responsible for supervising the maintenance parts and repair of operation of the school division's bus fleet and other vehicles so that the fleet will be kept in a state of operating excellence so that vehicles present no problem or interruptions to the educational program. Fleet operations and repairs shall meet and be in compliance with federal, state and local laws and regulations and policies. Directs the daily operations of the automotive maintenance shop in the overhaul and repair of division's automotive equipment. Coordinates automotive maintenance services, and makes maintenance decisions concerning all motor vehicles in the division's fleet. Schedules mechanics and staff, and assigns work, and supervise staff at the division's garage. Inspects the work of automotive mechanic and helper performance through personal quality control checks. Promotes high standards of safety and good housekeeping methods in the operation of the automotive maintenance shop. Identifies training requirements for automotive mechanics and prepares and conducts appropriate in-services training. Develops and implements an efficient and effective system for state inspections, routine automotive and preventive maintenance services for all school buses and division vehicles in accordance with state guidelines. Determines subcontracting requirements. Maintains a Quick Fix capability. Recommends; implements; and evaluates new automotive products and maintenance procedures. Maintains and monitors an annual garage budget more than \$500.00. Audits work orders and maintain both electronic and hard copy records of automotive maintenance and operation expenses to evaluate operating cost. Oversees an inventory control system, maintains accountability for parts and equipment, and the requisitioning of parts and supplies, including waste management. Assist the Director of Transportation in preparing specifications for the purchase of new replacement equipment. Monitor warranties to ensure that parts and equipment under warranty are serviced as required. Prepares automotive maintenance reports as assigned. Support department initiatives such as the job fair, recognition celebration and maintaining mechanic on call program. Assist with planning the annual state report. Models nondiscriminatory practices in all activities. Performs other related duties as assigned.

**GENERAL DEFINITION AND PHYSICAL CONDITIONS OF WORK:** Performs mechanical operations typically performed in a maintenance setting. Work requires the ability to stand for extended periods of time; exhibit manual dexterity to operate equipment; see and read printed material with or without vision aids; hear and understand speech at normal levels; speak in audible tones so that others may understand clearly in person and on the telephone; ability to understand and follow oral and written instructions; physical agility to lift 50 pounds; to bend, stoop and reach overhead.

**REPORTS TO:** Director of Transportation

**PAY SCHEDULE:** Unified Pay Schedule, Pay Grade 121

**LENGTH OF CONTRACT:** 260 Days (12 months)

**FLSA:** Exempt