

# Fleet Maintenance Supervisor



**Department of Transportation**  
**Posting Number: IRC468**

**Filing Deadline: Until Filled**

## **DESCRIPTION:**

### **Transportation Division / Central Garage**

The Fleet Maintenance Supervisor directs all aspects of the consolidated School Division-County fleet maintenance facility, including strategic planning directed at competitive enterprise fund operations and accountability for personnel staffing of a complex work force with varying levels of technical expertise.

### **Primary Responsibilities**

- Implements cost containment tactics through negotiation with local and national vendors
- Develops specifications for procurement contracts, monitors and enforces existing contracts
- Provides the Fleet Manager with professional fleet analysis to include cost per mile containment strategies, preventive maintenance appraisals, and fleet maintenance budgetary information
- Provides information and recommendations to the Fleet Manager for the enterprise fund Steering Committee concerning charge-back costs and growth predictions and trends
- Complies with local, state and federal regulations governing vehicle maintenance and fueling operations
- Determines training needs for both the management and technical staff assigned to the Central Garage
- Develops and maintains business plans to determine Central Garage Facility equipment and funding needs
- Maintains and recommends Central Garage equipment replacement and upgrades annually
- Recommends staff utilization and classifications to Fleet Manager and/or Director of Transportation
- Recommends hiring, promotion, discipline, and discharge of employees
- Supervises and conducts annual evaluations for employees
- Works with industry vendors to establish qualified support, collaboration, and teamwork
- Recommends vehicle and school bus updates on new industry equipment and support
- Collaborates and leads teams to facilitate repairs and create work schedules to maintain large vehicle fleet
- Performs other tasks and responsibilities as directed

### **Qualifications**

- A Bachelor's Degree from an accredited college or university is preferred
- Related career field and experience with a large fleet operation or any equivalent combination of experience
- Annual training required to exceed knowledge, abilities, and skills
- Excellent oral and written communication skills
- Experience in budget development
- Experience with personnel management

- In-depth management understanding of a fleet maintenance operation
- Proven supervisory skills
- Commercial Driver's License is preferred

**PHYSICAL REQUIREMENTS:**

The physical demands described here are representative of those that an employee must successfully perform for the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally required to sit, stand, walk, stoop, kneel, crouch or bend, and may be required to lift up to 50 pounds.

**ORGANIZATIONAL RELATIONSHIPS**

The Fleet Maintenance Supervisor reports to the LCPS Fleet Manager.

**Additional Details**

[Classified Salary Scale, Level 16](#)

The Loudoun County School Board is committed to a policy of nondiscrimination and to the provision of equity in its educational programs, services and activities for all students and employees.

Loudoun County Public Schools (LCPS) does not discriminate on the basis of race, ancestry, color, sex, pregnancy, childbirth or related medical conditions, marital status, age, religion, national origin, disability, or genetic information in employment or in its programs and activities. LCPS provides equal access to the Boy Scouts and other designated youth groups.

The following person has been designated to handle inquiries regarding the non-discrimination policies:

Assistant Superintendent for Department of Human Resources and Talent Development

Loudoun County Public Schools

21000 Education Court

Ashburn, VA 20148

Tel: 571-252-1100

**How To Apply:** Online <https://www.lcps.org/page/1116>

**School Year:** SY 2017 - 2018

**Job Type:** Classified

**Contract:** 12 months/8 hours