

Fleet Manager, Transportation



Department of Transportation
Posting Number: IRC1737

Filing Deadline: Until Filled

DESCRIPTION:

The Fleet Manager directs and supervises the activities performed by the personnel assigned to the Central Vehicle Maintenance facility to include, but not limited to, scheduling vehicles for service, spare vehicle management, and the procurement of parts and supplies.

PRIMARY RESPONSIBILITIES:

- Develops and proposes guidelines and procedures to the Director of Transportation for all fleet related matters; develops and recommends fleet practices that ensure motor vehicle assets are allocated efficiently and assigned properly
- Assists and supports in the preparation of an annual operating budget for all LCPS fleet and garage-related expenditures; utilizes an audit system to determine what assets are underutilized, not justified, or undersized
- Develops an annual business plan for presentation to the Director of Transportation; provides Director of Transportation with recommendations for fleet utilization enhancements
- Manages all functions of the fleet maintenance and operation including contracts, outsourcing, parts, training, procedures, management of vehicle procurements, fleet life cycling, insurance administration, alternative fuel technology information, fleet disposal, motor pool operations, fleet environmental issues, and fleet safety programs; manages information concerning vehicle accidents and implements fleet safety programs
- Manages all operations associated with the Central Vehicle Maintenance facility and satellite maintenance facilities
- Implements local, state, and federal laws, regulations, mandates, and programs
- Plans, manages, evaluates, and measures the performance of subordinate staff to ensure that the work is accomplished in a manner consistent with organizational requirements
- Manages, maintains, and reviews data information for recordkeeping, analyses, performance, and evaluation purposes; determines appropriate solutions to various operational and administrative problems in such areas as preventive maintenance, vehicle availability, vehicle life-cycle costing, and other fleet-related areas
- Performs other tasks and responsibilities as directed

QUALIFICATIONS:

- Degree in Business Management with experience and education in the fields of Transportation, Business Management and Supervision or equivalent skills and experience in related areas
- Ability to manage a multi-million-dollar fleet operation with multi-use fleets in an operating environment that is undergoing continuous change due to growth
- Experience with a large public education entity or state level transportation department
- Excellent oral and written communication and organizational skills
- Advanced training in business and management or equivalent experience in related fields
- Commercial Driver's license preferred

ORGANIZATIONAL RELATIONSHIPS:

The Fleet Manager reports to the Assistant Director of Transportation

PHYSICAL REQUIREMENTS:

While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle or feel objects or tools; and reach with hands and arms. The employee is regularly required to see, talk and hear. The employee is occasionally required to stand; walk; and stoop, kneel, crouch or bend and may be required to lift up to approximately 25 pounds.

[Administrator Salary Scale](#), Level 3

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: Administrative

Contract: 12 months / 8 hours