



Director, Fleet Services

Reports to: Chief Operating Officer

Structure/Grade: Unified 132

Division: Operations

Workdays: 246 Days

Position Summary

Direct and manage the strategic and operational aspects of fleet services, including providing financial oversight and monitoring compliance and technical matters and safety protocols to ensure cost-effective and efficient transportation operations. Provide strategic input on the organization's long and short-term plans, translating plans into objectives for the assigned function and aligning assigned teams towards common goals.

Essential Job Duties

- Oversee the overall Fleet Operations Department to ensure safe, effective, and efficient fleet services and readiness.
- Manage financial oversight by monitoring department costs and expenses, evaluating performance, and making appropriate financial decisions.
- Direct the hiring, training, and evaluation of employees of fleet services and associated personnel.
- Oversee strategic planning and execution within the department to enhance operational efficiency.
- Oversee the acquisition purchasing, leasing, and disposal of fleet assets.
- Ensure up-to-date driver requirement information is provided to drivers, along with safety and vehicle operation training where appropriate.
- Communications support by resolving complaints or requests for assistance and promoting community information about fleet operations across various news media platforms.
- Lead project meetings as necessary to identify and resolve fleet issues while maintaining internal controls consistent with school system goals.
- Prepare annual reports and ensure documentation reflects accountability in Fleet operations, including implementation of new programs or processes within established timeframes in compliance with related requirements.
- Analyze data to inform decisions and improve practices.
- Support the professional growth of staff by providing direction, support, and constructive feedback.
- Provide input into overall financial plans, maintaining fiscal accountability.
- Provide guidance to the teams, including through times of risk and uncertainty, aligning teams towards common goals. Communicate and collaborate with other departments to ensure Fleet support of District goals and objectives.
- Performs other duties as assigned.

Qualifications

- A Master's degree with a minimum of five (5) years of progressive field-based leadership experience is required.
- GAPSC Support Personnel License required.
- Valid Driver's License and the candidate has maintained a clean driving record required.



- Certification in fleet management or vehicle maintenance (e.g., ASE certification) preferred

Knowledge, Skills, and Abilities

- Knowledge of automotive maintenance, service, and repair functions
- Knowledge of budget management and fiscal management practices
- Knowledge of organizational and departmental planning and operational procedures
- Knowledge of labor issues and efficiency processes
- Knowledge of manpower and facilities requirement forecasting techniques
- Ability to make critical strategic decisions that have a significant impact on the organization
- Strong leadership and team-building skills, with the ability to lead managers and senior managers and align teams toward common goals
- Ability to direct and administer the programs and services of a non-profit educational and/or service organization
- Superior critical thinking and problem-solving abilities
- Excellent data and financial analysis skills and the ability to maintain fiscal accountability for assigned functions
- Ability to translate broad strategic plans into objectives for assigned functions
- Superior communication skills and the ability to interact with other organization leaders, providing thought and pushback on ideas
- Ability to represent the organization internally and externally, and coordinate and collaborate with federal, state, regional, and local organizations
- Good computer skills, including the ability to use all relevant software
- Ability to recruit, train, and motivate employees
- Ability to prepare and organize documentation or reports
- Ability to organize and prioritize tasks and manage multiple assignments simultaneously

Physical Demands and Work Environment

- Frequently remains in a stationary position.
- Occasionally moves about inside an office.
- Occasionally moves office equipment weighing up to 25 pounds.
- Constantly works in an indoor environment.
- Occasionally exposed to loud noise levels.
- Occasionally exposed to bodily fluids and communicable diseases.

By signing below, I agree that I have read and understand the requirements and the essential functions of this position.

Employee: _____ Date: _____

Disclaimer: Information contained within this position specification only summarizes information for interested individuals. The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position. If there is a discrepancy between the information in this position specification, the current documents obtained in the Division of Human Resources will always govern. The DeKalb County School District reserves the right to modify, alter or discontinue these reference materials for any reason.