



HANOVER COUNTY GOVERNMENT POSITION DESCRIPTION

Assistant Director of Fleet Services
(28150)

Department of Human Resources
PO Box 470
Hanover, VA 23069
Telephone (804) 365-6075
Facsimile (804) 365-6334

Department of Fleet Services
(19)

Revision Date: January 2008

General Description: This is an executive level professional position. The incumbent performs complex administrative tasks and is responsible for the daily fleet and radio maintenance operations for the County.

Organization: The Assistant Director of Fleet Services reports to the Director of Fleet Services and supervises the Automotive Services Coordinator, Automotive Technicians, and the Automotive Services Worker. The incumbent has indirect supervisory responsibility for all other employees in the Department of Fleet Services.

Essential Functions:

- Supervises employees, performing related human resources functions and completing necessary paperwork.
- Assists Director of Fleet Services in administering the fleet management policy and implementing fleet regulations.
- Assists with the development of department goals and monitoring of department performance.
- Oversees the daily fleet and radio maintenance operations.
- Ensures appropriate customer service levels, serving as the department's primary customer service representative.
- Ensures that maintenance work is performed properly, serving as the department's quality control administrator.
- Oversees technical training and safety programs for maintenance shop operations.
- Coordinates outside fleet repair work.
- Advises County staff on fleet maintenance issues as needed.
- Performs related work as assigned.

Working Conditions:

- A. Hazards
 - Chemicals – Limited exposure
- B. Environment
 - Office - Primary, with significant time spent in automotive services shop environment
- C. Physical Effort
 - Minimal
- D. Exempt
 - No Compensatory Leave Accrual

Knowledge, Skills and Abilities: Knowledge of fleet and radio maintenance practices, required. Must be able to work independently and have excellent oral and written communication skills. Must be able to establish and maintain effective working relationships with department heads, County staff, government officials, and vendors. Must be computer literate.

Education, Experience and Training: Associate's degree in a related field required with at least six (6) years of progressively responsible experience in vehicle maintenance operation, including two (2) years in a supervisory position – **OR** – Any equivalent combination of education, experience, and/or training sufficient to demonstrate the knowledge, skills and abilities may be acceptable.

Special Conditions:

- Criminal Records Check , including fingerprinting
- Valid Commonwealth of Virginia Driver's License
- Twelve-month probationary period
- Work beyond normal work schedule