

County of Henrico Job Classification

Fleet Division Director



General Summary of Classification:

Administers the County's enterprise fleet program; exercises wide latitude in directing countywide fleet policy, governance, lifecycle planning, maintenance operations, fuel site operations, vehicle leasing to departments and schools, regulatory compliance, budgeting, and personnel oversight; prepares and presents program reports and recommendations to departmental leadership and, as assigned, to the County Manager and Board; performs other duties as assigned.

Examples of Primary Tasks, Duties and Responsibilities (TDR):

- Establishes, implements, interprets, and enforces countywide fleet policies, standards, procedures, and governance; recommends updates to the Director of General Services.
- Leads strategic planning for the fleet program, including multi-year capital replacement, lifecycle costing, sustainability initiatives, and technology modernization to optimize total cost of ownership and service delivery.
- Plans and administers comprehensive preventive maintenance and inspection programs for all County vehicles, including school buses and specialized equipment, ensuring safety, reliability, and compliance with applicable federal, state, and local requirements.
- Oversees fleet lifecycle management (specifications, acquisition, replacement scheduling, and disposal) and contract administration; manages vendor performance and warranty recovery.
- Directs fuel site operations, environmental compliance, and parts/materials inventory control; ensures accurate records, audits, and internal controls to mitigate legal, financial, and operational risks.
- Develops, manages, and monitors divisional budgets, capital plans, and financial controls; prepares complex analyses and management reports to inform executive decision-making.
- Leads staffing activities including workforce planning, recruitment, selection, training, performance management, coaching, and discipline; ensures adherence to County HR policies and promotes a strong safety culture.
- Designs and conducts training programs for Fleet Service and Repair Technicians and other staff; leads continuous improvement initiatives using performance metrics and data analytics.
- Coordinates with departments and schools to align service levels and resolve complex operational issues.
- Implements and enforces environmental, safety, and federal/state regulatory requirements affecting fleet operations.
- Prepares and presents program reports, briefings, and recommendations to departmental leadership and as assigned, to the County Manager and Board; represents the division in interdepartmental and external forums.

- Utilizes business systems and fleet technologies (e.g., FMIS/CMMS, fuel management, telematics, and analytics) to monitor performance, ensure compliance, and drive operational improvements.
- Performs other duties as assigned.

Knowledge, Skills, and Abilities (KSA) Typically Required:

- **Occupation-specific:** Advanced knowledge of public-sector fleet management, lifecycle costing, preventive maintenance and inspection standards, fuel operations, inventory control, environmental and safety compliance, and contract/vendor management; ability to establish countywide standards and objectives, translate them into actionable plans, and produce management reports that support executive decision-making.
- **Technical:** Proficient in business software and fleet systems (FMIS/CMMS, fuel management, telematics, and analytics); ability to develop program reporting systems, interpret complex data, and leverage County systems to monitor operations and produce accurate records.
- **Interpersonal, Communication and Customer Service:** Ability to communicate clearly with diverse stakeholders, elected officials, and the public; explains policies and regulations in non-technical terms; builds collaborative relationships and delivers responsive service to departments and schools.
- **Decision-making and Authority:** Exercises broad independent judgment in interpreting complex regulations and policies; makes high-impact decisions with legal and financial implications; organizes work, sets priorities, meets deadlines, and plans, organizes, and conducts meetings and training.
- **Leadership:** Supervisory; leads cross-functional teams and manages personnel functions including hiring, performance management, and professional development; may serve in acting capacity for higher-level leadership roles.
- **Environment:** Works in office, shop, and field environments; may work at various County locations and fleet facilities based on operational needs.
- **Physical:** Visual and hearing acuity sufficient to perform duties; physical ability sufficient for shop and field settings and to perform related tasks; may be required to travel, work a flexible schedule, be on-call, and work outside normal business hours as needed during emergencies and major weather events.

Minimum Education and Experience:

- **Education:** Four (4) year degree in business or public administration or a related field; Master's degree preferred.
- **Experience:** Six (6) years of progressively responsible fleet or complex operations/program management experience, including two (2) years in a supervisory capacity.
- **OR:** Any equivalent combination of education and experience which provides the necessary knowledge, skills, and abilities.

Other Requirements (License, Certifications, Training, etc.):

- Criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.
- Successful completion of all required NIMS courses.
- Valid driver's license required to perform assigned duties at various locations.

Job Code: G.A.J.0043

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This is a generalized class specification and not a job description. Actual duties, qualifications, and requirements vary by position. For more information, contact the Henrico County Department of Human Resources.