

# County of Henrico Job Classification

## Fleet Service and Repair Division Manager



### General Summary of Classification:

Oversees the County's Fleet Service and Repair operations; supervises and directs six (6) Fleet Service and Repair Foremen and their assigned shops and sections responsible for repair and maintenance of County-owned automotive, construction, and engineering equipment; manages day-to-day operations, staffing, safety, quality, and external repair vendors; performs other duties as assigned.

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

- Directs repair and maintenance operations across multiple sections (e.g., bus, heavy equipment, passenger vehicles, tire), establishing priorities and coordinating schedules to ensure fleet readiness.
- Supervises and provides technical guidance to Fleet Service and Repair Foremen; convenes regular staff meetings; reviews production records and completed work for quality and compliance with specifications.
- Consults with foremen on unusual or complex repairs; makes technical recommendations; verifies post-repair performance and adherence to standards.
- Manages outside repair work, including obtaining estimates, monitoring quality, and reviewing invoices prior to submission for payment.
- Oversees inspection of new equipment for conformity to specifications; recommends repair or replacement of vehicles and equipment; coordinates equipment acceptance and deployment.
- Leads shop safety program including regular inspections; ensures use of required PPE and adherence to safety procedures and regulatory requirements.
- Reviews and approves timecards and work orders; ensures accurate documentation of labor, parts, materials, and services; maintains records and prepares reports using County systems.
- Plans, coordinates, and monitors staffing; interviews, selects, trains, evaluates, and disciplines personnel; manages workloads and schedules to meet operational needs.
- Develops and implements preventive maintenance programs and quality assurance measures; establishes operating procedures and performance standards.
- Coordinates parts and inventory activities; oversees ordering, receipt, stocking, distribution, and loss-prevention measures; liaises with vendors and other departments.
- Prepares cost estimates and assists with budget development; monitors expenditures and recommends efficiencies and improvements.
- Responds to questions and complaints from County departments regarding repairs and services; ensures timely, professional resolutions.
- Performs other duties as assigned.

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

- **Occupation-specific:** Extensive knowledge of construction, assembly, adjustment, and maintenance of diversified automotive and heavy equipment; extensive knowledge of gasoline and diesel engine operation and repair and of chassis systems; ability to diagnose defects and verify repairs; ability to plan and direct operations of multiple repair sections, making effective use of labor and materials; strong knowledge of occupational hazards, safety precautions, and relevant standards and specifications.
- **Technical:** Proficient computer skills to use typical business software, proprietary systems, and applications for scheduling, work orders, inventory, and reporting; ability to prepare cost estimates and analyze production metrics and budgets.
- **Interpersonal, Communication and Customer Service:** Ability to communicate clearly and accurately, orally and in writing; ability to establish and maintain positive working relationships; ability to explain repair needs and operational decisions to diverse stakeholders.
- **Decision-making and Authority:** Makes sound independent decisions regarding operational priorities, resource allocation, vendor utilization, and problem resolution; plans, organizes, and conducts meetings and training sessions.
- **Leadership:** Supervisory; directs and evaluates foremen and shop personnel; provides coaching, technical guidance, and performance feedback; fosters accountability, teamwork, and high morale.
- **Environment:** Works indoors and outdoors in shop and field locations; may work in adverse temperatures and weather conditions and around moving vehicles and equipment.
- **Physical:** Visual and hearing acuity sufficient to perform assigned duties; physical ability for occasional heavy lifting, driving, and performing tasks in shop and field environments.

## **Minimum Education and Experience:**

- **Education:** High school diploma or GED; completion of a recognized apprenticeship program in automotive mechanics or relevant college coursework preferred.
- **Experience:** Six (6) years of progressively responsible automotive/heavy equipment repair and maintenance experience, including at least three (3) years in a supervisory capacity.
- **OR:** Any equivalent combination of experience and training 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; may require a valid Virginia Commercial Driver's License with endorsements and without restrictions.
- Valid Virginia Vehicle Safety Inspector License.

- Forklift Operator certification and EPA 609 Refrigerant Recovery Certification may be required.

Job Code: G.C.J.0037

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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.