

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1155 **TITLE:** DIRECTOR OF VEHICLE SERVICES **GRADE:** E-09

DEFINITION:

Under administrative direction of the County Executive's Office, oversees the activities of the Department of Vehicle Services; develops and administers comprehensive vehicular utilization policies and procedures; directs County-wide vehicle maintenance and repair services to include Fairfax County Public Schools' buses and other vehicles; administers technical review of specifications for replacement and purchase of vehicles/equipment; administers operation of County-owned fuel sites and fuel programs; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

The former Equipment Management Transportation Agency under the Department of General Services became the Department of Vehicle Services in July, 1998. The Director of Vehicle Services is exempt from the County's merit system under Article 4, Subsection 15.2-821 of the Code of Virginia and Section 3-1-2(b)(1) of the Merit System Ordinance.

This single-position class reports to the Deputy County Executive, and is ultimately responsible for the management of the Department of Vehicle Services.

ILLUSTRATIVE DUTIES:

Administers vehicular policies, systems, and procedures;
Establishes maintenance regulations and procedures for vehicles/equipment;
Maintains a working knowledge of all applicable Federal, State, and local laws and regulations related to fleet management operations and provides direction to managers to ensure compliance;
Directs the fleet management of all County vehicles;
Administers staffing of positions and supervision of several motor equipment maintenance facilities;
Monitors the Vehicle Replacement Fund and administers technical review of specifications for replacement and purchase of vehicles/equipment;
Investigates economics and services of alternative approaches to transportation provisions such as leasing and private vehicle mileage reimbursement in order to recommend policies and procedures;
Establishes safety regulations;
Maintains a comprehensive utilization, maintenance and cost record for all vehicles;
Directs the preparation and administration of the Department of Vehicle Services budget;
Administers the development and operation of fuel programs and oversight of County-owned fuel sites;
Represents the County at the Washington Area Fleet Administrators Association and the National Association of Fleet Administrators meetings and seminars.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Extensive knowledge of the principles and methods of automotive maintenance and repair;
Knowledge of laws and regulations related to fleet management operations;
Knowledge of the principles and practices of public administration (including personnel, budgeting, accounting, and management analysis) and the ability to apply them in overseeing fleet management County-wide;
Ability to develop and direct a system of automotive preventive maintenance and repair;
Ability to select appropriate automotive equipment for specific tasks;
Ability to solve problems and resolve conflicts;
Ability to analyze data and draw sound conclusions;
Ability to develop and implement departmental goals and objectives;
Ability to effectively coordinate and implement departmental changes;
Ability to effectively manage, train, and motivate employees;
Ability to provide effective leadership;
Ability to communicate clearly and concisely, orally and in writing;
Ability to develop and maintain effective working relationships with subordinates, co-workers, County officials, public and private sector organizations, customers, and the general public.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to the following:
Graduation from an accredited college or university with a bachelor's degree in Business Administration, Public Administration, or a closely related field; PLUS
Five years of increasingly responsible supervisory experience in motor transportation or large-scale garage operations.

CERTIFICATES AND LICENSES REQUIRED:

Not applicable.

NECESSARY SPECIAL REQUIREMENTS:

None.

EXEMPT CODE CHANGE:
REVISED:

June 2009
May 29, 2001

