



Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT

JOB CLASS SPECIFICATION

Certified: 4/19/2024

Transportation Supervisor (Fleet)

Pay Scale: B

Level: 21

FLSA Status: Exempt

Job Family: Transportation

Primary Location: Central Vehicle Maintenance Office

Department Overview

The Department of Support Services supports the learning environment by providing high-quality, safe, comfortable, well-maintained educational facilities and grounds, and safe student transportation. Providing timely, responsive, effective, and professional support to our students, teachers, staff, and community is our department's goal and one of our core values. The department includes the following teams: Construction Services, Facilities Services, Management and Coordination, Planning Services, and Transportation.

Job Overview

The Transportation Supervisor is responsible for the maintenance and operation of the combined bus and light vehicle fleet owned and operated by Loudoun County Public Schools and the County of Loudoun. The Transportation Supervisor directs and supervises the activities performed by the personnel assigned to the Central Vehicle Maintenance facility to include, but not limited to, scheduling vehicles for service, spare vehicle management and the procurement of parts and supplies.

Roles and Responsibilities

The following information is intended to describe the overall nature and scope of the work being performed. This is not a comprehensive listing of all responsibilities or tasks; work may differ and other work may be assigned when deemed appropriate.

- Develops, and proposes guidelines and procedures to the Director of Transportation for all fleet related matters; develops and recommends fleet practices that ensure motor vehicle assets are allocated efficiently and assigned properly
- Assists and supports in the preparation of an annual operating budget for all LCPS fleet and garage related expenditures; utilizes an audit system to determine what assets are underutilized, not justified, or undersized
- Develops an annual business plan for presentation to the Director of Transportation; provides Director of Transportation with recommendations for fleet utilization enhancements
- Manages all functions of the Fleet Maintenance and Operation including contracts, outsourcing, parts, training, procedures, management of vehicle procurements, fleet life cycling, insurance administration, alternative fuel technology information, fleet disposal, motor pool operations, fleet environmental issues, and fleet safety programs; manages information concerning vehicle accidents and implements fleet safety programs
- Manages all operations associated with the Central Vehicle Maintenance facility as well as satellite maintenance facilities
- Implements local, state, and federal laws, regulations, mandates, and programs
- Plans, manages, evaluates, and measures the performance of subordinate staff to ensure that the work is accomplished in a manner consistent with organizational requirements
- Manages, maintains, and reviews data information for recordkeeping, analyses, performance, and evaluation purposes; determines appropriate solutions to various operational and administrative problems in such areas as

preventive maintenance, vehicle availability, vehicle life-cycle costing, and other fleet related areas

Qualifications

Below are the minimum qualifications for this job. Equivalent combinations of education and experience are also acceptable.

Education

Bachelor's Degree in Business Management or related field from an accredited university or college

Experience

Six (6) years of experience in Transportation, Business Management and Supervision or equivalent skills and experience in related areas

Experience with a large public education entity or state level transportation department

Demonstrated experience in developing and tracking budgets

Licenses and Certifications

Commercial Driver's license highly desirable

In the state of Virginia (VA Code Section 46.2-341.4), and specifically when referencing the commercial driver's license (CDL), an "employee" is defined as:

- a payroll employee
- a person employed under a lease or contract or, a person who has applied for employment and whose employment is contingent upon obtaining a CDL

Knowledge, Skills, and Abilities

- Ability to manage a multi-million-dollar fleet operation with multi-use fleets in an operating environment that is undergoing continuous change due to growth
- Ability to keep and maintain accurate records and to meet deadlines
- Possesses strong organizational skills and interpersonal skills
- Ability to communicate with individuals of varied cultural and educational backgrounds
- Possess leadership qualities and personal characteristics necessary to work effectively with members of the community, administrators, school board members, parents, and teachers
- Be able to complete the DOT mandated Drug and Alcohol Suspicion Training for Supervisors within the first 90 days of employment
- Be able to demonstrate the learned knowledge, skills, and abilities of drug and/or alcohol suspicion training when required

Physical Requirements

The following provides a brief description of physical requirements for this job:

While performing the duties of this job, the employee is regularly talking, expressing, or exchanging ideas by means of the spoken word. The employee must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly. The employee must possess normal cognitive abilities including the ability to learn, recall and apply certain practices and policies. Frequently sitting and/or remaining in a stationary position for long periods of time. Exerting up to 25 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

Equal Opportunity Employment

The Loudoun County School Board seeks to cultivate a high performing team of professionals focused on its mission and goals. The School Board values merit and excellence within its workforce and encourages the highest levels of professionalism for all its employees.

The School Board also recognizes and values the diversity of the students and broader community it serves and encourages diversity within its workforce.

The Loudoun County School Board is an Equal Opportunity Employer. The School Board does not discriminate against qualified applicants or employees on the basis of actual or perceived race, national origin, ancestry, color, sex, sexual orientation, gender identity, pregnancy, childbirth or related medical conditions, marital status, age, religion, disability, genetic information, veteran status or any basis protected by law.

ADA Accommodations Disclosure

Under the Americans with Disabilities Act (ADA), Loudoun County Public Schools is required to provide reasonable accommodations to qualified employees with disabilities, unless doing so would pose an undue hardship. Qualified employees are those who hold the necessary education, skills, and experience for the job; and who can perform its essential responsibilities, with or without an accommodation.

Remote Work Disclosure

The following guidelines apply to jobs and positions where employees have been identified as having the potential to work remotely. Remote work is defined as completing one's duties and responsibilities at a site other than one's assigned duty location. In order to be eligible for remote work privileges, an employee must have demonstrated consistent, positive performance and have the support and approval of their direct supervisor. In addition, these employees must have reliable high-speed internet and a designated workspace that allows them privacy while completing sensitive and confidential work. Employees who are non-exempt and are working remotely will work their regular scheduled hours and gain prior approval from their supervisor if they work more than 8 hours a day or more than 40 hours in a workweek. Remote work privileges can be amended, changed, or revoked based upon the performance of the employee, as well as the needs of Loudoun County Public Schools.