

## Manager of Fleet Services

*This position opens on **December 15, 2021** and closes **January 9, 2022**.*

The Howard County Public School System (HCPSS) is one of the top school systems in the state of Maryland and the nation. In alignment with our [\*Strategic Call to Action\*](#), our mission is to ensure academic success and social emotional well-being for our more than 58,000 students in an inclusive and nurturing environment that closes opportunity gaps.

To learn more about employment with HCPSS, please visit <https://www.hcpss.org/employment/>.

### **DESCRIPTION**

Under the direction of the Executive Director of Operations and in alignment with the Howard County Public School System (HCPSS) *Strategic Call to Action*, the Manager of Fleet Services is responsible for the management of all HCPSS vehicles, trailers, and specialized equipment as well as fleet maintenance and repairs, mechanic and equipment services personnel, and fueling services.

### **ESSENTIAL POSITION RESPONSIBILITIES**

- Manages and maintains the HCPSS fleet including vehicles, trailers, and equipment.
- Maintains accurate and up-to-date records in the fleet management software.
- Coordinates and deploys preventative maintenance programs.
- Develops and implements annual budget including oversight of the procurement process for HCPSS vehicles and equipment in addition to fleet maintenance and replacement schedules.
- Oversees the purchase of vehicles, equipment, and supplies in accordance with established purchasing procedures.
- Maintains a record keeping system to account for expenditures related to fleet maintenance.
- Manages the allocated budget to ensure staffing allocations and equipment are provided on a long-term basis.
- Manages the HCPSS fleet leasing program with service providers.
- Monitors and evaluates fuel usage and associated costs.
- Establishes a preventive maintenance plan for all vehicles, trailers, and equipment.
- Participates and prepares data, as needed, regarding fleet maintenance operations.
- Ensures procedures managing fleet operation are compliant with state and local rules and regulations.
- Provides oversight of fleet software administration.

The above list is a summary of the functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties.

**MINIMUM QUALIFICATIONS**

Applicants must meet all the following qualifications, listed below, to be considered for the vacancy. Use the application, letter of introduction, and resume to specifically address each qualification.

**Education and Experience:**

A Bachelor’s degree from an accredited college or university	Six (6) years of successful work experience in business administration, fleet administration, operations, transportation management, personnel management, and budget management and/or a combination of fleet management and maintenance, and facilities operations experience. A related graduate school degree may be substituted for two years of experience.
An Associate degree in a related field	Eight (8) years of successful work experience with progressive responsibility in business administration, fleet administration, operations, transportation management, personnel management, and budget management and/or a combination of fleet management and maintenance, and facilities operations experience.
A high school diploma (or equivalent)	Ten (10) years of successful work experience in a related trade field with eight (8) years of work experience with progressive responsibility in business administration, fleet administration, operations, transportation management, personnel management, and budget management and/or a combination of fleet management and maintenance, and facilities operations experience.

**License:**

- Possession of a current Maryland or out-of-state driver’s license and a satisfactory driving record. Submission of a complete driving record will be required for employment.

**Knowledge, Skills, and Abilities:**

- Knowledge of fleet management and maintenance operations.
- Working knowledge of fleet management software.
- Knowledge of Department of Transportation (DOT) requirements as they relate to fleet maintenance.
- Ability to lead, organize, coordinate the work of a high-volume team and/or department.
- Ability to write specifications for vehicles and equipment.
- Ability to prepare, manage, and analyze budgets, cost analysis and projections, and other financial reports.
- Ability to exhibit professional behavior, tact, and good judgement with working with suppliers, manufacturers, contractors, consultants as well as the HCPSS administration and staff.
- Proficiency with technology to include web-based productivity and collaboration tools (Microsoft Office Suite, Google Suite, etc.).

### **EMPLOYMENT INFORMATION**

This is a 12-month per year position in the Howard County Administrators and Supervisors Association (HCASA) employee unit. The current salary range for this position is \$100,000 - \$145,681. Salary placement will be in conjunction with salary procedures of the Howard County Public School System which considers relevant prior experience. Under the Fair Labor Standards Act, this position is exempt from overtime.

**Currently all full-time and part-time HCPSS staff are required to provide proof of full COVID-19 vaccination or undergo weekly testing.**

### **APPLICATION REQUIREMENTS**

**Only applicants who submit all the requested information by the closing date of the vacancy will be considered for this position.** Interviews will be limited to those applicants who, in addition to meeting the basic requirements, have experiences and education which most closely match the position qualifications and the needs of the school system.

Please note that a completed application includes:

- A complete application form that includes a listing of employment locations with dates of employment and names of direct supervisors.
- All supplemental materials (i.e.: resume, letter of introduction, transcripts) required to verify that you meet the minimum qualifications.

HCPSS requires an official [evaluation of foreign credentials](#) to verify educational qualifications.

For questions regarding this vacancy, please contact:

Sandy Saval  
Human Resources Business Partner  
Office of Human Resources  
(410) 313-6689  
[sandy\\_saval@hcpss.org](mailto:sandy_saval@hcpss.org)

### ***Equal Opportunity Employer***

HCPSS celebrates diversity and is committed to creating an inclusive environment for all employees and applicants; and prohibits discrimination, harassment, and retaliation of any kind. HCPSS is committed to the principle of equal employment opportunity for all employees in providing them with a work environment free of discrimination and harassment. All employment decisions at HCPSS are based on organizational needs, job requirements and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age physical, mental or sensory disability, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, veteran status or present military service, family medical history or genetic information, family or parental status, or other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training and career development.

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Dr. Michael J. Martirano, Superintendent