



Manager I, Fleet Operations

Reports to:	Director, Fleet Management
Department:	Fleet Management
Division:	Operations
Retirement:	Teachers Retirement System

FLSA Status:	Exempt
Structure/Grade:	Unified 128
Workdays:	246

Position Summary

Supervises, coordinates, and implements the department's administrative, operational, safety, and functional activities.

Essential Job Duties

- Provides leadership, mentoring, and training to administrative staff in support of department goals, objectives, and district initiatives.
- Anticipates maintenance and repair needs and plans accordingly to ensure success.
- Organizes, implements and directs all non-maintenance administrative, operational, and safety-related activities.
- Monitors and analyzes administrative, fuel, and fleet data to identify trends and performance improvement opportunities.
- Participates in the preparation and administration of the budget.
- Assists the Director with short and long-range planning for the department.
- Coaches, trains, and evaluates administrative personnel in the daily performance of policies and procedures to correct deficiencies.
- Communicate with external stakeholders about fleet initiatives, projects, and requirements.
- Ensures departmental missions are carried out and performed with a high state of quality and efficiency.
- Ensures administrative personnel understand and perform bookkeeping, budget, and procurement activities.
- Reviews administrative and operational processes and develops procedures.
- Ensures administrative, procurement, and maintenance reports are submitted accurately and timely.
- Performs other duties as assigned.

Qualifications

- Bachelor's degree in Business Management or other technical areas from a Georgia Professional Standards Commission approved accredited college or university required.



- Minimum three (3) years of supervisory or management level maintenance or closely related experience required.
- Knowledge of Business Process Improvement techniques and strategies preferred.

Knowledge, Skills, and Abilities

- Knowledge of DCSD policies and procedures, organizational and department planning, operational procedures, and the organization of specifically assigned areas.
- Knowledge of budgeting and spending, labor issues and efficiencies, and manpower and facilities requirement forecasting
- Knowledge of all relevant available public and private resources and services
- Knowledge of school buses and service vehicles (i.e., automobiles, trucks, excavating equipment, and construction equipment) pertinent to the engine and mechanical maintenance, parts installations, and other servicing procedures.
- Effective oral, written, and interpersonal communications
- Skilled in coordinating and collaborating with federal, state, regional, and local organizations, and departments to establish and execute responsibilities, administration, and management skills gained through increasingly responsible management positions.
- Skilled in recruiting, training, and motivating employees, working with diverse groups, and making large and small group presentations.
- Proficient in the use of email, internet, and Microsoft Office (MS Office) suite
- Ability to direct and administer the programs and services of a non-profit educational and/or service organization,
- Ability to obtain and manage external grants and contracts,
- Ability to establish objectives and procedures governing the performance of assigned activities among employees,
- Ability to develop and understand financial and/or operating reports.
- Ability to maintain confidential information; organize and interact with school-based and community clientele related to overall operations and services; prioritize assignments and manage multiple tasks simultaneously.

Physical Demands and Work Environment

- Constantly required to exchange accurate information.
- Constantly operates a computer and other office machinery.
- Constantly observes details at close range.
- Frequently remains in a stationary position.
- Occasionally moves about inside an office.
- Occasionally moves office equipment weighing up to 25 pounds.
- Constantly works in an indoor environment.

Disclaimer: Information contained within this position specification only summarizes information for interested individuals. The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position. If there is a discrepancy between the information in this position specification and the current documents obtained in the Division of Human Resources, the latter will always govern. The DeKalb County School District reserves the right to modify, alter, or discontinue these reference materials for any reason.

Reviewed/Revised: 12/18/2025



By signing below, I agree that I have read and understand the requirements and the essential functions of this position.

Employee: _____ Date: _____

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Reviewed/Revised: 12/18/2025