

Fleet & Equipment Manager

JOB DESCRIPTION

Summary

The Fleet Manager is responsible for leading a team of Mechanics and Fleet Administrator and oversee the maintenance of large, medium and light duty vehicles and other equipment to ensure a safe and efficient fleet.

Essential Functions

- Lead, educate and develop employees
- Monitor employee's performance and be accessible to all areas of the shop
- Plan departments daily workload
- Provide support to the operations team regarding all fleet and equipment related issues
- Monitor and analyze opportunities to cut costs and improve department efficiencies
- Monitor department budget
- Complete administrative functions; including payroll approval, repair order maintenance and compliance documentation
- Provide clean, orderly and safe working area and equipment
- Communicate with team to ensure operation's and company's needs are met
- Identify and monitor equipment sent to outside sources for repairs
- Comply with all applicable laws/regulations, as well as company policies and procedures
- Must be able to work independently in the field
- Adhere to DOT & OSHA regulations
- Performs other duties as required

Competencies

- Proven leadership and interpersonal skills
- Must be multi-task oriented

Supervisor Responsibility

- Fleet Department

Work Environment

- Ability to work in extreme conditions – temperatures may exceed 100 degrees Fahrenheit
- Ability to work in direct sunlight for extended periods of time
- Exposure to heavy traffic areas while performing the duties of the job
- Exposure to considerable amounts of dust, diesel fumes and noise
- Exposure to climate conditions of the geographic area while working away from then normal work area along highways, streets and overpasses
- Exposure to chemicals, oils, greases and other irritants

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Ability to enter and exit the driver's compartment of the truck and/or behind cab using normally available foothold and handholds
- Ability to move an position objects weighing up to 50 lbs. (equipment parts)
- Ability to work outside in various weather conditions
- Ability to bend, stoop and twist continuously throughout the day

Position Type/Expected Hours of Work

- This is a full-time position: Monday through Friday, (some overtime/weekend work may be required)

Travel

- Local travel

Required Education and Experience

- High school diploma or equivalent required
- Minimum 10 years' experience working on gas/diesel engines and fleet maintenance or operations capacity
- Prior technician/mechanic experience required
- Must have prior supervisor capacity experience
- Must be able to travel locally as need
- Basic written and verbal communication skills (documentation, communication with peers, supervisors, etc.)
- Strong computer skills
- Prior RTA Fleet Management system experience preferred
- Experience on broad range of landscape equipment is preferred

EEO Statement

- Caretaker is an Equal Employment Opportunity (EEO) employer and welcomes all qualified applicants.
- Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

This employer participates in E-Verify & Drug Testing