



Job Description Example
Manager of Fleet Services II

Manager of Fleet Services

Duties & Responsibilities

Position Title: Manager, Fleet Services

Job Code:

FLSA Status: Exempt

Completed By:

Approved By: Human Resources

Reports To: Director, Technical Services and Support

Position Location:

Purpose

Leads and directs the efforts of fleet personnel, ensuring a safe, efficient and cost-competitive corporate fleet operation which encompasses vehicle and equipment budgeting, procurement, operation, maintenance, disposal, regulatory compliance, operator safety and training, liquid and CNG fuel purchase and dispensing, automotive parts warehousing, rental and lease equipment sourcing, and related cost analysis, accounting and reporting.

Note: Weight should reflect the overall importance with respect to the major accountabilities.

Total weighting must equal 100%.

Key Result Areas

1. Ensure that all vehicles and equipment in the fleet are properly maintained, registered, licensed, tested and, to the extent appropriate, operated in accordance with federal, state and local regulations. **(15%)**
2. Ensure that operators of vehicles and equipment in the fleet receive proper instruction and refresher training needed to prevent accidents, injuries, and damage to or misuse of vehicles and equipment comprising the fleet. **(15%)**
3. Build strong partnerships with all fleet customer segments, ensuring that services, vehicles, and equipment provided are satisfying the transportation and equipment needs of the users dispersed across these segments. **(10%)**
4. Competently manage the fleet procurement, rental and leasing processes and the fleet maintenance and operations support areas, ensuring that fleet availability, performance, user satisfaction, and costs are such that the company's fleet consistently ranks, by these measures, in the top quartile of fleets comprising a comparable peer group. **(10%)**
5. Form and task the fleet engineer with chairing a standing committee of users charged with specifying new and replacement vehicles, ensuring that vehicles and equipment are rated and suitable for their intended use and purpose. **(10%)**
6. Review, critique and, when finalized, approve of vehicle replacement and buy versus lease recommendations brought forward by the department's analyst, ensuring that the total owning cost of the fleet are minimized to the extent possible. **(20%)**
7. Recruit, organize, train, develop, lead, motivate, direct the efforts and manage the performance of the employees comprising Fleet Services **(10%)**
8. Cultivate and foster a team environment, establish team and individual performance goals aligned with company goals, monitor progress toward the completion of these goals and bridge performance gaps in a timely manner, ensuring excellent workforce productivity and achievement of all or most of Company's goals and objectives. **(10%)**

Knowledge and skill requirements:

Extensive knowledge and experience with fleet support functions; including maintenance, operations, support services, and competitive business requirements.

Impact on the organization:

Effective management of corporate fleet assets affects service reliability, workforce productivity and corporate profitability.

Work relationships:

This position reports to the Director, Technical Services and Support.

Direct reports to this position may include, but are not limited to: Fleet Maintenance Supervisors, Fleet Engineer, Safety & Training Consultant, Fleet Analyst, and various bargaining unit classifications.

Significant interaction with regional area service managers, customer service supervisors, generation supervisors, and other users of fleet services. Interacts with safety, corporate finance and corporate budgeting departments.