

Position: Fleet/Equipment Manager

Location: Sacramento, CA

Duration: Direct, Permanent

Hours: 5x40 schedule, hours vary

Reports To: President

Works closely with: Director of Foundation Drilling, Director of Solar Construction, Director of Project Operations

Direct Reports: Mechanics, Fleet staff

Summary of position:

The Fleet Manager determines methods and solutions for managing day to day fleet and mechanical repair operations involving all management, equipment and material procurement and fleet repair scheduling. The Fleet Manager is detailed oriented and selects the most efficient and economical manner in meeting the objectives as it relates to equipment repair and uptime for all company construction projects. Applies experience, techniques and analyses across multiple disciplines. This level of Fleet Manager is a qualified professional, proficient in the utilization of industry practices. Periodic travel is expected.

Requirements / Must haves:

Education/Training: High school diploma or equivalent required.

Related Experience/Requirements

- Minimum 5 years fleet and material handling equipment experience required
- Minimum of 3 years of supervisory experience required
- Automotive / Construction Equipment repair experience preferred
- Class A or B commercial driver license preferred
- Good interpersonal skills to establish and maintain co-worker relationships
- Ability to read and follow written instructions in English
- Ability to work a flexible schedule including weekends.
- Good attendance and punctuality a must

Knowledge/Skills/Abilities

- Dependability
- Attention to Detail
- Strong multi-tasking, problem-solving, and organizational skills with focus on meeting deadlines.
- Demonstrated knowledge of DOT, Hazmat and OSHA regulations.
- Ability to read and understand technical and service manuals.
- Excellent communication skills; able to communicate with co-workers, mechanics and drivers with demonstrated teamwork skills.
- Ability to manage multiple functions simultaneously in a fast-paced environment with minimal supervision.
- Ability to adapt to changing organizational and operational needs.
- Computer literate with strong PC skills. (Excel, Word, Bluebeam and Outlook)
- Excellent negotiation and communication skills (both written and verbal).
- Ability to work a flexible schedule including weekends.

Certificates/ Licenses:

- PMP preferred, but not required.

Required:

- Valid driver's license
- Proof of Citizenship

May Obtain as Required:

- OSHA 30 HR
- CPR / First Aid / AED

Job Duties:

- Fleet Manager oversees all aspects of fleet maintenance function while establishing and maintaining a safe work environment and working conditions for employees.
- Oversee and perform as needed all maintenance functions on all company owned equipment.
- Provide documentation on all applicable certifications.
- Develops the yearly budget for fleet maintenance and manages expenses to achieve budget goals
- Prepares capital improvement request list for equipment repair/replacements.
- Provides assistance as needed when troubles develop on the road or on projects – finds qualified service to repair downed vehicle, obtains competitive bids for repairs, body work, etc.
- Work with drivers to enable them to load specialized equipment properly.
- Update all specifications when equipment changes are necessary.
- Ensure that all parts and repair needs are charged out to the proper repair/work order.
- Ensure conformance with vehicle manufacture's service recommendations and bulletins.
- Ensure vehicles and construction equipment are in proper working condition.
- Ensure proper working conditions and shop and vehicle safety practices are followed.
- Purchases of shop equipment.
- File warranty claims, warranty logs.
- Recover warranty dollars and equipment downtime credits.
- Maintain parts department, inventory levels to company standards.
- Produce weekly, period, and yearly reports.
- Comply with all OSHA, DOT, and Tax commission regulations.
- Hiring of all mechanics and shop support.
- Timely evaluations of all employees.