

Fleet Manager

Job Number: DOS004Q

Description

Manages the fleet consisting of leased, sub-contracted, transitioned and GFE assets comprised of but not limited to Heavy/light vehicles, ATV's, Construction, Vertical Handling and Material Handling equipment.

Principal Accountabilities:

- Responsible for Fleet Coordinators which perform initial upon reception/ final turn-in inspections, ECOD's, LTDD, requisitioning, processing, distributing, performing required equipment retrofit, warranty submission, maintaining publications and lease agreement preparation.
- Performs technical evaluations on vehicle/equipment.
- Continuously tracks Change Order requirements and ensures those allocated vehicles/equipment are submitted for sourcing.
- Manages processes associated with the repair and distribution of transition and local lease vehicle/equipment.
- Performs site visits to ensure that assets are being properly utilized and that equipment is located at the location as reported.
- Attends meetings, briefs and submits reports to Senior Management as required, interacts closely with Site Managers, Sub-contracts, Vendors for warranty issues, re-allocates and cross levels assets.
- Perform other duties as assigned and qualified.

Qualifications

Knowledge & Skills:

Must possess excellent, written and oral communication skills.

Must be proficient with Microsoft applications.

Must be proficient at equipment distribution, warranty and ECOD submissions.

Must be exceptional at team development and possess excellent organizational skills.

Physical Requirements:

Living and working conditions at the assignment location could be remote and uncomfortable.

Long hours, exposure to weather and hazardous conditions.

Personnel should be aware of moving on short notice and under adverse conditions.

Experience:

Seven years experience managing fleets

Education:

Associates Degree

Travel: Travel to and between CONUS and OCONUS locations is required.

To Apply

Email your resume to Dawn.Toro@hrsslc.net