



Job Title: Fleet Manager

Job description:

A Fleet Manager, or Fleet Maintenance Supervisor, is responsible for leading a team of Drivers to transport company goods efficiently. Their duties include creating work schedules for Drivers to pick up and deliver goods to the correct location, managing vehicle repairs and replacements and ensuring Driver candidates receive proper training to uphold safe driving standards.

Fleet Manager duties and responsibilities

A Fleet Manager performs many organizational and management tasks to monitor, maintain and improve a company's transportation processes. Their duties and responsibilities include:

- Purchasing vehicles to expand and/or enhance the fleet
- Scheduling regular maintenance on all vehicles (working with shop manager to do so)
- Ordering urgent or emergency repairs as needed and communicating with the shop
- Helping to manage movement of equipment and resources from each location
- Coordinating Drivers and on-staff maintenance professionals when setting employee schedules
- Managing vehicle licensure and registration
- Ensuring all fleet members have proper licensure and up-to-date training
- Monitoring Drivers to ensure adherence to schedules and proper driving practices
- Searching for, hiring and training new Drivers
- Providing reports to leadership team on budgeting, schedules, maintenance and fleet progress
- Developing methods to decrease cost and improve efficiency

FULL TIME

PAY: BASED ON EXPERIENCE

Full-time employees are offered a comprehensive health benefit package including medical, health savings account, PTO, 401k and more!

Please email resume and cover letter to: info@greatlakeslandscapesupply.com