Downloaded from <https://www.velvetjobs.com/job-descriptions/fleet-maintenance-manager>

# Example of Fleet Maintenance Manager Job Description

Our innovative and growing company is looking for a fleet maintenance manager. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for fleet maintenance manager

* Supervises bus fueling
* Prioritize repair orders and operational demands to ensure safe, clean, reliable and efficient buses that meet their schedules and exceeds customer expectations
* Coordinate the repair, preventive maintenance, cleaning, inspection, bodywork, and all related functions of coaches and equipment
* Develop employees by scheduling, training, mentoring, encouraging, and rewarding the best performance
* Ensure proper safety policies and procedures are in place and followed
* See that proper tools and equipment are made available to employees so they can do their job safely and efficiently
* Perform quality control checks on all equipment leaving the garage
* Lead employees to achieve goals and objectives and issue appropriate discipline
* Develop reports and performance indicators
* Works closely with location manager and region maintenance management providing status of maintenance and budget requirements

## Qualifications for fleet maintenance manager

* Industry experience repairing and maintaining diesel engines and school bus equipment is preferred
* 3+ years of recent (must within the last 5 years) experience managing the manintenance fuctions of a similar transit bus maintenance shop
* High school graduate or GED with strong written and verbal communication skills
* 5+ years of supervisory experience in automotive, trucking, or bus maintenance
* Experience in interviewing, evaluating, and training preferred
* Skill in working as part of a dynamic team