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# Example of Fleet Maintenance Manager Job Description

Our innovative and growing company is looking to fill the role of fleet maintenance manager. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for fleet maintenance manager

* Conducts audits ensuring all required inspections and documentation are completed accurately (including but not limited to food safety documentation, EPSM, PSM, GFSI, ) and retained to ensure minimum potential for loss
* Manage the purchase or lease of equipment including specs, sourcing, negotiation, and supplier selection
* Develop leading-edge equipment specifications and standards to optimize requirements
* Evaluate existing and source new national, regional and local sourcing programs to cut cost, reduce downtime and improve service levels
* Negotiate a best-in-class transport equipment and maintenance pricing
* Perform audit and negotiating function on large dollar maintenance expenditures
* Create effective monthly fleet and MPG management reporting
* Source, negotiate and manage tire national account programs
* Maximize gains on the disposal of company assets by increasing the market size of potential buyers and by negotiating favourable pricing
* Enhance the asset management function though effective utilization monitoring and timely repositioning and disposal of surplus assets

## Qualifications for fleet maintenance manager

* Minimum 10 years of fleet management/maintenance leadership experience
* Must demonstrate evidence of ability to build solid relationships with supervisors, peers, and subordinates
* Must be a self-starter, able to obtain successful results without supervision
* Degree Level in manufacturing science or similar subject is desirable or equivalent experience in a manufacturing role
* HND/HNC in a relevant subject area is desirable
* 10 years in vehicle maintenance