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# Example of Fleet Maintenance Manager Job Description

Our company is growing rapidly and is looking for a fleet maintenance manager. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for fleet maintenance manager

* Perform fleet assessment to secure annual DOT SmartWay certification
* Support the BD and LS teams in efforts to secure new business or maintain existing accounts
* Establish key strategic relationships to leverage scale and provide competitive cost and service advantages
* Drive cost savings through operational control, best practices and asset utilization
* Ensure internal control and compliance with corporate purchasing policies and procedures through I-Procurement, AFE’s, AP audits and monitoring of authorization requests and supplier selection
* Troubleshoots any existing problems with vendor products and services
* Maintains relationships with vendor contacts, in order to resolve complaints and to report the status of the relationship to senior management
* Monitors vendor compliance with contractual obligations and measures performance based on company criteria
* Approves recommendations of new products, services and vendors
* Develops, or assists in the development of Request for Information (RFIs), Request for Proposal (RFPs) and business cases ensuring that products and services meet the needs of internal customers

## Qualifications for fleet maintenance manager

* Minimum 10 years Sr
* Stong leadership skills required
* Must have strong knowledge and understanding of overall vehicle maintenance and related skills
* Willingness to travel as necessary, work the required schedule
* Analyze maintenance trends, evaluate industry best practices
* OEM Vendors – Coordinate new equipment deliveries