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# Example of Fleet Manager Job Description

Our growing company is looking to fill the role of fleet manager. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for fleet manager

* Oversees Fleet Maintenance operations and repair shop, including work order planning and scheduling, fabricating/welding, parts room, fuel Island, and wash bay ensuring safety compliance and proper work standards
* Guiding integrated planning of functional activities
* Developing the business
* Delivering the service
* Supporting the business
* Assuring the business
* Establish and maintain an appropriate spare parts inventory for the fleet maintenance and other mechanical needs
* Ensure that all spare parts are tracked, reported, and stored with a high degree of accountability and integrity
* Analyze vehicle status and cost upkeep, provide recommendations on vehicle disposal and replacement
* Maintain current fleet registration and insurance on country-wide fleet

## Qualifications for fleet manager

* Drive a high level of engagement with the drivers - commit to the career success and personal growth of the drivers through positive working relationships
* Manage transfers between locations, including making transfers as needed
* Coordinate and schedule pick-up and delivery appointments daily
* Confirm that each driver is fully informed of all customer and company expectations on every load at the point of dispatch
* Coordinate drivers' scheduled home time, down time, current status, and predicted time available to meet DOT requirements
* Oversees DOT compliance and reporting as it relates to the fleet