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# Example of Fleet Services Manager Job Description

Our company is looking to fill the role of fleet services manager. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for fleet services manager

* Oversight and optimisation of maintenance cost
* Team performance management through clear and effective smart goals and personal development/career plans with clear delivery to the Engineering and “Time to Win Strategies
* Continual process and productivity improvements
* Be able to perform all of the principal duties and accountability of workers under his/her supervision
* Lead and support all safety related processes and programs as requested
* Be able to create and execute a 4 week schedule and monitor the mechanics’s one week schedule
* Participate in incident investigations and report accidents and act to prevent future occurrences to project management and site safety
* Gain a complete understanding of the scope of work and the related parts of the project
* Complete performance reviews for subordinates according to Craft Performance Assessment (CPA) Guidelines and assure foreman is completing reviews of craft workers
* Ensure basic delay performance

## Qualifications for fleet services manager

* Manage telematics and safety data to drive decision making within fleet operations
* Ability to provide sound problem solving, analysis and critical thinking
* Ability to gather, analyze and organize complex data and draw appropriate conclusions
* Ability to apply tools to understand and improve business processes
* Ability to translate business needs into actionable detailed business requirements
* Bachelors Degree in Finance / Accounting, MBA preferred