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# Example of Fleet Services Job Description

Our company is hiring for a fleet services. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for fleet services

* Build team knowledge capabilities and professional development, focusing on innovations and opportunities for efficiency gains
* Provide top notch support with a focus on prompt repairs to improve the overall uptime of networks
* Maintain light duty vehicles heavy equipment
* Prepares suggestions for the fleet annual budget
* Perform other duties & ad hoc as assigned
* Accurate and timely preparation and submission of registration applications
* File/Distribute registration as received and ensure that all vehicle registration documents are accounted for
* Involved in negotiating, implementing and enforcing vendor service level agreements (SLA’s)
* Support growth of key business initiatives (finishing mix, custom solutions products, general division 6 sales and profitability growth)
* Involved in supporting the Associate Category Manager and the Inventory and Production Category specialist in developing store layouts and placements of assets to maximize production efficiency

## Qualifications for fleet services

* Strong verbal and written communication skills, fully bilingual (English and Spanish)
* Active DOD Secret clearances
* Certification by recognized professional bodies preferred (SRMP, AFE ) and by mobile equipment OEM (Hyster, Yale, Gator)
* Class B CDL Operator’s license preferred
* Transit bus, Cummins, Allison, light duty vehicle, and Cat heavy equipment experience preferred
* Must have appropriate tools