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# Example of Fleet Job Description

Our company is growing rapidly and is looking to fill the role of fleet. 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

* Be available for after-hours emergencies
* Assess current size and state of fleet and implement a maintenance program, fleet management manual, and make recommendations for improvements
* Repair diesel vehicles (and a few petrol vehicles), quadbikes, motorbikes and generators (1 KVA – 250 KVA)
* Put in place a system that guarantees spare parts are purchased and delivered to program locations in a timely and efficient manner
* Guarantee that the manufacturer recommended servicing schedule of all vehicles and generators is carried out
* Track and monitor all fuel usage
* Support Base Management’s role in dispatching drivers
* Support outer base field mechanics as necessary
* Travel in-country for mobile field mechanical work, as necessary
* Evaluate training needs for the mechanics, drivers, and transport staff regarding technical ability

## Qualifications for fleet

* Self-starter able to work in a team environment
* Computer literate – knowledge of Word & Excel
* Aviation knowledge an advantage
* Be able to work on own initiative part of a team
* 3+ years leadership experience in diesel truck maintenance and repair
* Experience working with outside customers preferred