

# Position: Fleet Manager



Position Classification: Full time- Salary/ Exempt  
Position Reports to: COO  
Position Supervises: OTR Drivers, Fleet Coordinator

## Position Summary

The Fleet Manager is responsible for assisting in the recruitment of quality drivers into the fleet, maintaining detailed records of vehicle servicing and inspection and scheduling regular vehicle maintenance to ensure operational efficiency, among other duties. Fleet managers need to manage drivers, set schedules, and manage disposal facility in-slots and back-hauls, requiring excellent leadership and decision-making skills.

## Responsibilities

Duties include but are not limited to the following:

### Essential function(s)

- Purchasing and maintaining vehicles for deliveries.
- Deciding whether to lease or buy vehicles.
- Assisting in the recruitment of quality drivers into the fleet.
- Developing efficient long haul driver schedules to maximize profits.
- Managing drivers so they adhere to strict schedules.
- Registering and licensing all vehicles under their management.
- Finding ways to cut costs and maximize profits.
- Developing strategies for greater fuel efficiency.
- Maintaining detailed records of vehicle servicing and inspection.
- Complying with U.S. Department of Transport laws and regulations.
- Scheduling regular vehicle maintenance to ensure operational efficiency.
- Ensuring strict servicing and maintenance times to minimize downtime and maintain schedules.
- Monitoring driver behavior and ensuring a high level of customer service.
- Analyzing data to increase business operational efficiency.
- Utilizing GPS systems to monitor drivers and track vehicles in case of theft.
- Mentor drivers to ensure exemplary performance

- Collaborate with other managers and staff members in order to formulate and implement policies, procedures, goals, and objectives around transportation metrics.
- Assist in developing cross training programs for drivers to improve their abilities and productivity.
- Manage department logistics. Coordinate with facility dispatchers and drivers to ensure logistics are completed on time and budget.

#### **Non-Essential function(s)**

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- Other duties assigned by supervisor

## **Qualifications and Experience**

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- Degree in logistics or accounting.
- 2+ years in a logistics role.
- Experience in the transportation industry.
- Outstanding organizational skills.
- Analytical mindset and good problem-solving skills.
- Quantitative ability.
- Attention to detail.

## **Core Competencies**

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### **Customer Focus**

The Fleet Manager sees the customer's perspective/empathy. They exceed customer expectations and foresees problems. They are proactive with continuous improvement and attend to the details. They are thorough and informative and proactively identify the best communication methods. They provide service excellence to internal and/or external clients. They are committed to the entire customer experience and going beyond meeting basic customer requirements to deliver those unique features and characteristics that are most important to the customer and differentiates Ingenium from its competitors. They formulate strategies and processes to evaluate emerging and longer-term opportunities and threats to meeting clients' needs. They determine strategic business direction to best meet clients' evolving needs. They evaluate the client service model and service standards to identify areas for improvement.

### **Problem Solving**

The Fleet Manager has the ability to tackle a problem by using a logical, systematic, sequential approach. They make a systematic comparison of two or more alternatives. They notice discrepancies and inconsistencies in available information. They identify a set of features, parameters, or considerations to take into account, in analyzing a situation or making a decision. They approach a complex task or problem by breaking it down into its component parts and considering each part in detail. They weigh the costs, benefits, risks, and chances for success, in making a decision. They identify many possible causes for a problem. They carefully weigh the priority of things to be done.

### **Time Management**

Fleet Managers use time to their advantage. They schedule specific times to complete tasks, avoid procrastinating, prioritize their tasks in line with department deadlines and goals, start their most difficult tasks first thing in the morning, follow up on requests, and use downtime for planning and preparation. They break up projects into specific action steps and keep the process moving. They keep organized records for

quick reference when completing tasks. A large part of time management for employees is to understand the scope of a project before beginning work on it. Fleet Managers understand their tasks, why they are performed, and how they fit into the big picture.

### **Communication**

The Fleet Manager has strong communication skills. They provide regular updates to their managers and communicate the status of their projects to both managers and coworkers. If they discover an issue, they ask for help when necessary and present potential solutions while discussing with their manager. They have strong verbal and written communication skills and are adept at knowing which form of communication should be used in each situation. They communicate and provide transparency. Information must be open and accessible for every team member. This provides the environment for people to feel confident, supported, and empowered. They share the vision of Ingenium, the vision that the team is collectively working to achieve. This gives every team member a shared goal to work toward and helps define the role every person can play in making it a reality. Influences. Has a range of communication skills that meet the needs of a diverse organization or community. An increased ability to resolve conflicts.

### **Teamwork**

As a team member, the ability and desire to work cooperatively with others on a team, as a team leader, the ability to demonstrate interest, skill, and success in getting groups to learn to work together.

### **Leadership**

To attract and mobilize energies and talents; to work towards a shared purpose in the best interests of the organization, the people comprising it and the people it serves.

### **Technical Capacities**

The ability to demonstrate depth of knowledge and skill in a technical area. Effectively applies technical knowledge to solve a range of problems. Possesses an in-depth knowledge and skill in a technical area. Develops technical solutions to new or highly complex problems that cannot be solved using existing methods or approaches. Is sought out as an expert to provide advice or solutions in his/her technical area. Keeps informed about cutting-edge technology in his/her technical area. Demonstrates the appropriate level of proficiency in the principles and practices in one's profession. Demonstrates a commitment to continuous improvement, to include understanding and application of technology (equipment, processes, hardware, and software). Has ability to make decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks.

### **Stress Management**

The Fleet Manager has the ability to keep functioning effectively when under pressure and maintain self-control in the face of hostility or provocation. Remain calm under stress and can effectively handle several problems or tasks at once. Controls their response when criticized, attacked, or provoked. Maintains a sense of humor under difficult circumstances. Manages their own behavior to prevent or reduce feelings of stress.

## **Education and Certifications**

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- Degree in logistics or accounting

## Physical Demands

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The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Most work is performed in a temperature-controlled office environment.
- While performing the duties of this job, the employee is required to walk 10% of the time, stand 10% of the time and sit 80% of the time.
- The employee will occasionally lift and or carry up to 25 lbs.
- Employee may use computer, phone, copier, and other office equipment in the course of a day.
- While performing the duties of this job, the employee is occasionally required to use hand to finger, handle or feel objects, touch and use tools, reach with hands and arms, climb stairs, bend, stoop, twist, lift, reach, push, pull, grasp, balance, kneel, crouch, crawl, grasp, talk, hear, and walk during the course of employment.
- Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and an ability to adjust focus.
- Employee may be required to travel for business purposes.

## Environment

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Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing this job, the employee is exposed to weather conditions prevalent at the time. This may include warm, hot, or cold temperatures. The noise level in the work environment is moderate.

## Work Schedule

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Employee will be required to work a minimum of forty (40) hours of per week or as many hours as it may take to perform above job duties. Schedule may vary based on business demands and will require a combination of office hours as well as work performed after hours and/or weekends.

Acknowledgement for Receipt of

Job Description

I have received a copy of this Job Description and have read and understand its contents. I understand that if I have any questions pertaining to this job description or my overall job duties, I will consult my supervisor immediately. Furthermore, based on business demands, I understand that the company may revise my duties at its discretion.

Position Title:	Fleet Manager
Position Classification:	Full time Salary/ Exempt
Position Reports to:	COO
Position Supervises:	None

Employee Information

Employees Name:	
Employee Signature:	
Date:	

Supervisor Information

Supervisors Name:	
Supervisors Signature:	
Date:	