

## **MEI Fleet Maintenance Manager Position Description**

### **Duties**

- **Manages an annual budget of over \$1,000,000 (equipment, materials, people)**
- **Supervises a staff of 5 mechanics, 2 welders and 8 wash bay personnel**
- **Manages an inventory of several hundred vehicles and specialized pieces of operating equipment such as rollover containers and vacuum trucks**
- **Manages a fleet maintenance department from a business, strategic perspective (PM schedules, selling/buying of equipment involvement, hours of utilization)**
- **Plans, directs and monitors preventive maintenance and repair programs and schedules for all company vehicles and operating equipment (hours of vehicle and equipment utilization; asset management, equipment inspections, employee hours, work schedules, internally/external vendor performed maintenance work)**
- **Performs justification and life cycle cost analyses; performs trend analyses for various vehicle performance and maintenance issues and related expenses**
- **Assists in the development and implementation of standard operating procedures for vehicle maintenance using best known practices**
- **Involved in equipment asset management - makes recommendations as to purchasing or upgrading equipment**
- **Establishes and maintains relationships with external repair vendors**
- **Responsible for equipment inspections**
- **Some hands-on vehicle and equipment repair work be involved as necessary**
- **Some emergency response duties as necessary**

### **Requirements**

- **B.S. Degree in a business or engineering discipline is preferred**
- **Five (5) or more years of fleet maintenance management experience required**
- **Fleet maintenance management experience with trucking companies, heavy equipment companies and excavating companies and contractors is preferred**
- **fleet maintenance management experience**
- **Strong knowledge of the principles and methods used in the planning and coordination of an effective preventive maintenance program**
- **Strategic thinking and business acumen to evolve fleet management from a cost center to a profit center**
- **Sound people management skills to select, develop, coach and manage maintenance employees**
- **Successful management of outside vendors**
- **Class A CDL is preferred**
- **Able to work on emergency response teams one out every five weeks**

### **Salary range**

- **\$50,000 - \$60,000 commensurate with experience**