



JOB TITLE: Fleet & Facilities Manager  
FLSA: EXEMPT  
POST DATE: February 2020  
DIVISION: Administration  
REPORTS TO: Director of Compliance

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## **POSITIONS SUMMARY**

The Fleet Manager is concerned with the effective management and organization of transportation maintenance activities and building maintenance. These responsibilities mostly comprise duties related to arranging the finances for vehicles, tracking and maintenance of vehicles, assistance with management of drivers, and is equally involved in speed, fuel, and safety management. Thus, they help in improving the efficiency and managing the quality by identifying factors that can reduce the staff and transportation cost for the organization. The Facilities portion is overseeing building and ground maintenance.

## **PRINCIPLE ACCOUNTABILITIES**

- The fleet manager is a professional who is responsible for carrying out a wide variety of tasks related to planning, managing, supervising, and coordinating the fleet management related activities.
- He/she is actively involved in directing and organizing the tasks related to procurement, operation, maintenance, repairing, and servicing of the vehicles.
- He/she supervises and coordinates the staff members and directs the personnel to do their relevant work effectively. Utilize GPS systems to monitor drivers and track vehicles in case of theft.
- Registering and licensing all vehicles.
- Conduct audits of vehicles to confirm each vehicle has appropriate documentation, organization and cleanliness.
- To direct the work related to various fleet management activities like procurement, repairing, maintenance, servicing etc., according to priority and ensure that all these functions are carried out within the established rules and legal regulations.
- To confer with various departments regarding the needs and issues of vehicles that need to be addressed and ensure timely resolution of relevant conflicts and make sure that the vehicles are maintained and that they are operating properly.
- To understand the specifications of the vehicles that need to be procured, to be involved in coordinating the purchase and to make sure that the purchased vehicles have optimal quality and price.
- To maintain statistical reports, files and relevant records related to maintenance, repairs, depreciation, mileage, etc.
- To develop and implement the annual budget by analyzing and reviewing the financial data and by controlling and authorizing the expenditures done and to assist in formulating new policies, programs, and procedures.
- He/she attends and participates in professional meetings and stays abreast with the current trends.



He/she may be required to perform any other related duties and tasks.

- Oversees building and grounds maintenance.
- Checks completed work by vendors and contractors.
- Recommends maintenance, mechanical, electrical, and facility design modifications.
- Manages and reviews service contracts.
- Conducts and documents regular facilities inspections. (i.e. elevator inspection etc.)

### **JOB QUALIFICATIONS**

Any combination of education and experience that would provide the required skill and knowledge for successful performance would be qualifying. Typical qualifications would be equivalent to:

#### EDUCATION:

- High school diploma or equivalent
- BA in facility management, business, information management, or engineering a plus
- 3 years minimum in related position

EXPERIENCE: Three years of experience required in a related position. Extensive understanding of applicable State and Federal regulations.

SKILLS: Highly organized and willing to work in a team environment. Ability to work in a setting that is conducive to the company's core values and strategic goals. Be professional and have good people skills when working with employees, clients and other officials. Must have professional telephone skills. Attention to detail required. Must be willing to manage an ever-changing workload. Patience and flexibility are important.

SUPERVISORY RESPONSIBILITIES: None

#### EQUIPMENT USED

Must be able to operate computers demonstrating high proficiency in MS Windows, MS Outlook, Word, and Excel, PowerPoint & Adobe at a basic level. Familiar with GPS systems. Must be proficient in using office machines including fax machine, copier, scanner and telephone. FileMaker knowledge a plus.

#### TYPICAL PHYSICAL DEMANDS

Must have a valid Colorado Driver's license and required Colorado automobile insurance. Position requires regular vision and normal range of hearing. Employee must be able to lift up to 40 lbs. Must have manual dexterity sufficient to operate a computer keyboard and calculator. Position involves sitting 70% of the time.



#### TYPICAL MENTAL DEMANDS

Must be able to speak professionally and in a polite manner. Requires ability to adapt quickly to ever-changing requests. To be able to work with minimum supervision, meet the scheduled time lines, and to plan and organize the work accordingly

#### WORKING CONDITIONS

Work in a small office setting. Must be willing to carry out company goals and policies.

*We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.*