

Fleet Manager

The Fleet Manager is responsible for overseeing all aspects of company fleet operations, including vehicle acquisition, maintenance, compliance, and optimization. This role ensures that vehicles are operated efficiently, safely, and in accordance with company policies and applicable regulations. The Fleet Manager works closely with operations, safety, and procurement teams to ensure that the fleet supports business needs while minimizing cost and risk.

Job Responsibilities

- Develop and implement policies and procedures for effective fleet management.
- Oversee the inspection, maintenance, and repair of all company vehicles to ensure operational readiness and regulatory compliance.
- Coordinates vehicle maintenance and repairs with internal personnel and external service providers.
- Manages vehicle acquisition, registration, replacement, and disposal processes in alignment with lifecycle and cost-efficiency goals.
- Ensures compliance with all applicable federal, state, and local regulations, including vehicle inspections, driver qualifications, and safety standards.
- Monitors fuel consumption, maintenance costs, and vehicle utilization; implements strategies to improve efficiency and reduce operating costs.
- Maintains accurate records related to vehicle usage, maintenance history, incident reports, and compliance documentation.
- Tracks fleet performance using fleet management software and prepares regular reports to inform leadership decisions.
- Oversee driver safety programs, including training, monitoring, and adherence to company driving standards and regulatory requirements.
- Collaborates with operations and logistics teams to support business planning and resource allocation.
- Be present at team meetings or culture events to physically inspect the regional fleets.
- Annual fleet audit tracking.

Education and Experience

Required:

- Proven experience in a Fleet Manager or comparable role.
- Ability to travel at least two weeks per quarter to regional events.
- Strong knowledge of fleet operations, vehicle maintenance, and industry best practices.
- Experience using fleet management software and vehicle tracking systems.
- Excellent organizational, analytical, and problem-solving skills.
- Strong written and verbal communication abilities.
- Ability to manage vendor relationships and service contracts.
- Demonstrated leadership skills and the ability to effectively oversee a team of drivers or field staff.
- Valid driver's license.

Working Conditions

This position operates in a professional office environment and routinely uses standard office equipment such as computers, phones, and printers. The role requires sitting for extended periods, frequent communication via email and phone, and occasional walking or standing. While the position is primarily office-based, periodic visits to job sites, vehicle yards, or vendor locations may be required to support fleet operations, vendor management, or vehicle inspections.

Job Type Full-Time

Seniorty Mid-Senior level