



Fleet Supervisor

Document
Number:

JD-SS-04.03

Job Description

Department:

Fleet Management

Effective Date:

December 14, 2015

Revision No

0

I Reason for Existence

Responsible for coordination, scheduling and verifying equipment inspection, repair and preventive maintenance to maintain high equipment availability and reliability.

II Duties and Responsibilities

1. Assess the truck's defects based on the Equipment Inspection Report (EIR) and assign mechanic to conduct repair (mechanical, electrical, transmission, welding) to ensure efficient repair and maintenance of equipment.
2. Verify the inspection and repair done by the Fleet Mechanic and document the results through Pre-Trip Inspection (PTI) and (EIR) to ensure that all defects and concerns were addressed prior to release of the equipment.
3. Ensure that repairs done were acknowledged by the assigned Driver and trucks are tested by the driver prior endorsement for documentation and proper turn over.
4. For units that do not need to report to motor pool for a month period, coordinate to concerned Business Unit for the conduct of its Monthly PTI to be conducted by its assigned driver or mechanic. This is to ensure that all trucks shall undergo monthly check up.
5. In the absence of Fleet Assistant, account, log and monitor parts and tools being issued and received by recording it to a monitoring file to ensure accountability.
6. Ensure that recovered parts are retrieved from Mechanics and turned-over to Fleet Assistant for the preparation of Material Recovery Form (MRF).

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7. For equipment that are under warranty, coordinate with the equipment manufacturer and schedule the preventive maintenance (PM) of trucks. Verify PM results and the parts/consumables used. This is to ensure that warranty provisions are being followed.
8. Fill-up Preventive Maintenance Service (PMS) form based on the PM conducted by the mechanic to the Truck Monitoring File and Truck Downtime Report to ensure proper recording and analysis.
9. Coordinate with/secures the driver for personnel, equipment and cargo status during equipment breakdown / accident to ensure prompt and efficient response/rescue. If necessary, coordinates with external parties (hospitals, police, heavy equipment provider, etc.) during rescue. HOW?
10. Inform Operations Supervisor, Manager and/or Dispatcher of trucks for repairs and PMS. Advise them of the timelines to consider in Operations. This is to ensure the repairs and PMS are coordinated and planned.
11. Guide/train driver by providing them basic knowledge of the equipment and basic troubleshooting so that simple equipment failure can be attended by the driver themselves.
12. Ensure that trucks' functions and activities comply with established laws, codes, rules and regulations by checking these during the PTI to avoid apprehension and delays.
13. Propose department budget and manage day-to-day expenses by having an expenses report to ensure that all expenses are accounted and reported.
14. Supervise direct reports and coordinate daily work schedule in the motor pool to ensure motor pool personnel delivery quality and efficient results.

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15. Make recommendations that would improve the efficiency and effectiveness of Fleet Operations.
16. Perform any other function as assigned by his/her immediate leader

III Minimum Qualifications

1. College graduate, preferably B.S. Mechanical/Electrical Engineering graduate.
2. With two (2) years supervisory experience related to the job.
3. Has the ability to train and mentor.
4. Team player, detail-oriented and goal driven.
5. With ability to work independently and long hours.

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