



Fleet Manager

Document
Number:

JD-SS-04.04

Job Description

Department:

Fleet Management

Effective Date:

December 14, 2015

Revision No

0

I Reason for Existence

Fleet Manager is responsible for people, fleet management, the motor pool and its day-to-day activities to achieve high equipment availability and reliability. The position is also responsible for the preparation of management reports and development, innovation and implementation of internal controls, policies and procedures.

II Duties and Responsibilities

1. Ensure fleet availability to meet all requests by scheduling, forecasting and surveying current PMS, repair programs and end users of equipment.
2. Oversee the daily operations by ensuring that all personnel are complying with the company's policies and procedures to meet the service commitment to customers.
3. Strategically plan and arrange fleets and fleet operational staff to provide support for rescue and accident.
4. Facilitate and implement corrective actions and capacity building to manage entire fleet to achieve company objectives.
5. Ensure that trucks' functions and activities comply with established laws, codes, rules and regulations by reviewing Pre-Trip Inspection (PTI) to avoid apprehension and delays.
6. Conduct performance management by evaluating and discussing Key Performance Indicators (KPI) results to operations staff and come up with action plans and training needs analysis to improve team performance.
7. Prepare and review operational reports by summarizing daily, weekly and monthly activities with corresponding action plans to help management in decision making.
8. Develop and implement standard operational standards to maintain vehicles by advocating best practices in industry.

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9. Represent the department in internal and external meetings by attending and participating to ensure that all operational issues are addressed.
10. Prepare annual operating budget by forecasting related operational expenses based on the current fleet to ensure profitability.
11. Evaluate repair and PMS programs using the Plan-Do-Check-Act (PCDA) cycle to identify areas for improvement and continuous improvement. Recommend cost saving initiatives to reduce operational cost.
12. Synergize with Finance and Materials Management Departments by frequent meetings and planning to expand effectiveness and efficiency of fleet management.
13. Recommend and initiate the selection and hiring of new employees by conducting paper screen and interviews to ensure that job specifications are met.
14. Guide, discipline and terminate (if necessary) operation staff by discussing job description, policies and procedures, table of discipline and KPI to ensure adherence and understanding in execution of common goal.

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III Minimum Qualifications

1. College graduate, preferably B.S. Mechanical/Electrical Engineering graduate
2. Minimum 5 years of experience on the position with similar job functions
3. Has the ability to train and mentor.
4. Strong written / oral communications and organizational skills are required.
5. Strong analytical skills, systematic and detailed oriented.
6. With proven people skills.
7. Flexibility and stress tolerance.
8. Presentation and organizing skills.

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