

	<h1 style="text-align: center;">Fleet Engineer</h1> <h2 style="text-align: center;">Job Description</h2>		Document Number: JD-SS-04.07
	Department: Fleet Management	Effective Date: January 28, 2020	Revision No 0

I Reason for Existence

Provides technical and administrative assistance within the Fleet Department to ensure that inspection, repair, and maintenance activities will be conducted on-time and smoothly.

II Immediate Leader

Reports to the Fleet Supervisor

III Duties and Responsibilities

1. Updates the downtime report file, Tire Monitoring file and PMS Monitoring file by conducting weekly cycle count to ensure accuracy of reports being submitted to Fleet Manager.
2. Requests for parts needed for inspection, repair and maintenance to Material Management Department (MMD) by preparing and routing the Material Job Order Requirement (MJOR) for the processing of MMD.
3. Serves as custodian of Fleet Petty Cash Fund (PCF) and request for replenishment as necessary to ensure sufficient and ready cash for Fleet Department use.
4. Checks and receive ordered parts being delivered to motor pool by checking the technical specifications and completeness to ensure that only accurate parts will be used for repair and maintenance.

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5. Prepares asset disposal form for the disposal of recovered parts and assets with necessary documents and reflects in Inventory Monitoring file for processing of MMD.
6. Records and summarizes all equipment rescues in the Rescue Summary file to ensure recording and reporting of rescue.
7. Assists in planning, preparation, and execution of fleet-related issues by using historical data and forecasting to ensure flexibility and smooth repair and maintenance.
8. Maintains cleanliness and orderliness of Fleet office by practicing and observing 5S to ensure a quality workplace.
9. Performs any other function as assigned by his/her immediate leader.

IV Minimum Qualifications

1. College graduate. (Preferably Mechanical or Electrical engineering Graduate)
2. With one (1) year of experience related to the job
3. Proficient in Windows-based applications (Word, Excel, and PowerPoint) including database management.
4. Diligent, organized and detail-oriented
5. A team-player and can work with minimal supervision

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