

*Reports to:* Director of Operations

*Responsibilities:*

1. The Maintenance Manager is responsible to and works closely with the Director of Operations (DO) to assure the readiness of the fleet for service.

*Principal duties: (include, but are not limited to)*

1. In conjunction with DO, develop and implements a preventive maintenance program for all fleet vehicles.
2. Determines which vehicle problems will be repaired internally and which will be done elsewhere.
3. Schedules both internal and external maintenance in such a manner as to be minimally disruptive to daily operations.
4. Removes from service, until examined and/or repaired, any vehicle deemed unsafe for operation by the operator.
5. Maintains written and/or electronic records of all vehicle repairs and complaint forms.
6. Maintains a clean and safe maintenance shop area.
7. Maintains a parts inventory of minor items necessary to return vehicles to immediate service. (i.e. light bulbs, lenses, etc.)
8. Other duties as assigned.

*Qualifications:*

1. A working understanding of fleet preventive maintenance.
2. Basic knowledge of mechanical operations.
3. Basic mechanical skills.
4. Effective communication skills

*Effective:*

December 26, 2003