



T-ROSS BROTHERS CONSTRUCTION, INC.

JOB DESCRIPTION

FLEET MAINTENANCE MANAGER

Reporting Relationship: The Fleet Maintenance Manager reports directly to the Scheduler.

Supervisory Responsibilities: Responsible for the overall direction, coordination, motivation, and evaluation of all subordinate employees in his/her area. Carries out any supervisory responsibilities in accordance to the organization's policies and applicable laws. Responsibilities also include planning, assigning and directing work; appraising performance; addressing complaints and resolving problems.

The termination of all employees is handled by the Company. The Fleet Maintenance Manager shall immediately report any employees who are in direct violation of company policy and procedures to the Director of Human Resources for further discipline.

Essential Duties & Responsibilities:

- Be able to perform vehicle and equipment maintenance and repairs on all company vehicles and heavy-duty and hydraulic equipment.
- Computer knowledge and especially able to work with diagnostic repairs.
- Coordinates shop operations to facilitate attaining projected operating costs and budgets while maintaining a satisfactory equipment maintenance program.
- Develops and maintains appropriate preventative maintenance programs. Develops an annual capital expenditure forecast as relates to scheduled maintenance and repair of equipment and facilities.
- Troubleshoots and performs cost estimates of maintenance and repairs to determine most cost-effective method based on skills, abilities, and workload of in-house labor force. Defines specifications and solicits competitive bids from outside vendors on as needed basis.
- Meets with Construction Manager and/or Project Managers as needed to review the equipment requirements for jobs in progress and new job starts. Apprises Construction Manager and/or Project Manager of the status of any equipment repair job in progress or scheduled maintenance that affects their equipment needs.
- Determines parts, and equipment needed to complete equipment repairs in an efficient manner in conjunction with the mechanics.
- Responsible for work quality, completing repairs as quickly as practical, and maintaining down time caused by faulty repairs to within acceptable levels.
- Coordinates and organizes equipment rentals to ensure that the company's usage is efficient and cost effective. Periodically inspects rentals to ensure they are properly maintained.
- Implements directives to subordinates outlining policy, program or operational changes.
- Maintains accurate and current repair records of each piece of equipment. Uses the Company's maintenance records and manufacturer's information to help determine the extent of repairs to the equipment based on the value and expected life of such equipment.

- Develops and maintains operational lines of communication to facilitate efficiency. Acts in a way that promotes teamwork among colleagues and management staff.
- Monitors standard operational and working practices and supervises workers to ensure compliance with company and OSHA safety standards.
- Strives to improve skills continuously. Takes advantage of company offered training sessions or other outside learning sources. Keeps abreast of technological advances and latest repair techniques.
- Works with Tool and Equipment Manager to maintain visual appeal of shop, building, and grounds to the Company's quality standards and within budget constraints
- Acts in a way that promotes the Company in the marketplace.
- Develops and maintains good relations with outside vendors that benefit the Company.
- All other duties as assigned.

Work Performance: The Fleet Maintenance Manager will be evaluated specifically on the following factors:

- Develops and maintains a preventative maintenance program that includes up to date historical repair records for each piece of equipment. Is able to determine the extent of any repair based on current value and useful life.
- Implements and enforces safety programs in his/her area to comply with OSHA regulations.
- Ensures that company resources are utilized in an efficient manner.
- Ensures that there is an adequately trained labor force to meet the needs of the business.
- Conducts verbal and written performance reviews of all immediate subordinate employees on an annual basis and within two weeks of the due date.
- Acts in a way that promotes the company in the marketplace.

Experience & Qualifications:

- High School graduate or equivalent.
- Minimum of 5 years of experience in repairing a variety of heavy equipment.
- At least 5 years of supervisory experience in a similar work environment.
- Ability to solve practical problems and deal with a variety of situations and problems concurrently. Ability to manage all types of people and maximize use of all people assets. Excellent skills in dealing with a variety of customers.
- Able to understand and interpret a variety of repair and parts manuals. Excellent mechanical aptitude on a variety of heavy equipment. Ability to interpret a variety of instructions furnished--written, oral, diagram, or schedule form.
- Class A CDL with clean driving record.
- Inspection license preferred.

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