

Job Summary:

The Fleet Manager / Lead Mechanic is responsible for overseeing the day-to-day operations, maintenance, and compliance of the company's vehicle fleet. Our fleet includes all styles of commercial vehicles including lawn and excavation equipment. This role ensures efficient fleet usage, optimizes costs, improves safety, and ensures regulatory compliance. The ideal candidate is organized, detail-oriented and experienced in vehicle logistics. The candidate should be business savvy as well as having the ability to turn a wrench.

Key Responsibilities:

- **Mechanic**
 - Get your hands dirty daily to help fix issues that arise on the fleet vehicles and small engine equipment.
- **Fleet Operations Management**
 - Oversee the daily operation of company vehicles and equipment, including cars, vans, trucks and landscape equipment. Both gas and diesel.
 - Schedule and coordinate vehicle service/routine maintenance.
- **Maintenance & Repairs**
 - Implement and manage preventative maintenance schedules.
 - Coordinate repairs and ensure minimal vehicle downtime.
 - Maintain accurate service and maintenance records.
- **Compliance & Safety**
 - Ensure fleet operations meet local, state, and federal regulations (e.g., DOT compliance).
 - Maintain vehicle registration, insurance, and inspection documents.
- **Budget & Cost Control**
 - Adhere to fleet budget (fuel, maintenance, and repair expenses.)
 - Identify cost-saving opportunities and negotiate with vendors and service providers.
- **Lifecycle Management**
 - Recommend vehicle purchases, leases, or disposals based on usage and condition.
 - Facilitate vehicle acquisition and disposal process.
 - Maintain inventory of fleet assets.

Qualifications:

- Proven experience as a Fleet Manager or similar role.
- Strong knowledge of vehicle maintenance, scheduling, and logistics.
- Excellent organizational and communication skills.
- Familiarity with GPS tracking systems and fleet management software.
- Strong analytical and problem-solving skills.
- Valid driver's license; CDL is a plus.
- Reliable transportation is necessary.
- Ability to help with snow removal.

Experience:

- 2-4 years of experience in fleet management or operations.
- 4+ years experience as a mechanic and working in a mechanical atmosphere

Work Environment & Physical Requirements:

- Garage and field environment.
- May require occasional travel to inspect vehicles or meet vendors.
- Ability to sit, stand, and use computers for extended periods.