

JOB DESCRIPTION

JOB TITLE: Fleet Manager
SERVICE LINE: Cargo Operations
REPORTS TO: Deputy Director – Cargo Operations
DATE CREATED: 16 May, 2016
DATE MODIFIED: 28 February, 2017

JOB SUMMARY

The incumbent manages the activities of the Fleet / Mechanical department to ensure that fleet and heavy equipment are available, dependable and safe at all times. The incumbent develops, refines, and oversees the preventative maintenance programs and ensures compliance with organisational policies, Government regulations and manufacturer requirements.

ROLE & RESPONSIBILITIES

Strategic Management

- Assists in the development of strategies to accomplish PACI's mission, vision, and organisational goals and objectives
- Collaborates with the management team to create a strategic plan for performance improvement measures to maximise the generation and collection of revenue

Financial and Operational

- Analyses maintenance costs and provides recommendations on fleet utilisation and replacement
- Tracks fleet usage and maintains accurate inventories of equipment
- Assists in the development of maintenance budgets by providing input relative to policies, costs, established metrics, and projections
- Ensures the maintenance records for all fleet and heavy equipment assets are accurate and up-to-date
- Performs procurement processes for required inventory
- Approves and/or processes local and foreign purchase orders and invoices
- Provides input to management for establishing appropriate Key Performance Indicators (KPI) for the department, and is responsible for analysing and measuring the department's performance
- Manages vendor negotiations and vendor performance to contract requirements for the Fleet / Mechanical department
- Manages Fleet / Mechanical department day-to-day operations, assesses risk and safety issues to ensure safe and efficient repairs to fleet and heavy equipment assets
- Assists in re/post natural disaster activities
- The incumbent may be required to perform other duties as directed by the Port Director, Deputy Port Director – Cargo Operations or designate
- Undertakes any reasonable training that is required as business needs change, including training for current or new duties as well as the periodic reassessment of existing certifications
- Ensures compliance to all policies, procedures, Standard Operating Procedures (SOP), with recommendations for action and continuous improvement

Communication

- Provides leadership and effective communication to management, employees and other stakeholders
- Communicates maintenance requirements to ensure maximum efficiency and implement corrective actions as required
- Collaborates with other departments on cross-department initiatives
- Holds operational meetings with managers on a routine basis and as required
- Prepares regular management reports, as well as ad-hoc reports as required

Human Resources

- Manages the Fleet / Mechanical department required to accomplish PACI's mission, vision, goals and objectives
- Collaborates with Human Resources for effective recruitment and orientation of Fleet / Mechanical department employees

- Conducts performance appraisals and liaises with Human Resources to develop appropriate training and development plans for employees under incumbent's responsibility
- Maintains and enhances a positive culture and work environment for Fleet / Mechanical department employees
- Ensures that Fleet / Mechanical department employees are achieving specified objectives and performance targets

QUALIFICATIONS & EXPERIENCE

- A Bachelor degree from a recognised college or university with a major in Mechanical Engineering
- A Heavy Equipment Management or Fleet Management qualification
- Minimum of five (5) years of experience that includes heavy equipment and fleet management, mechanical maintenance, preventative maintenance, budget administration, contract management, and tendering procedures, with a minimum of two (2) years of experience in a senior level role
- Valid commercial driver's license. Must meet all internal and local regulatory requirements to operate trucks and other equipment used within six (6) months of employment
- Thorough knowledge of principles, practices, tools, equipment and materials for vehicle and equipment maintenance and fleet management
- Solid understanding and workings of internal combustion engines of various fuel types
- Thorough knowledge of hydraulic systems and components

PREFERRED SKILLS

- Advanced analytical, research, problem-solving, decision making, time-management and interpersonal skills
- Proven advanced machinery and mechanical troubleshooting / problem-solving skills
- Proven leadership and strategic thinking skills
- Excellent negotiation skills and ability to influence
- Excellent verbal and written communication skills including business writing, report preparation and public speaking skills
- A strong understanding of reporting and budgeting
- Ability to research and understand safety and risk management issues, and identify appropriate methods to address them
- A high level of maturity, professionalism, initiative, and ability to maintain confidentiality
- Ability to succeed in an environment of pressing deadlines and changing conditions
- Experienced in Microsoft Office suite, fleet management systems and engine diagnostics software

Attributes

- Ability to lead yourself and others, through delivering results with integrity and in a responsible, inclusive and resilient manner
- Skilled at building and maintaining genuine relationships that are built on trust, networking both internally and externally
- Possess a wealth of knowledge and insight, and a willingness to continuously learn, considering a broad range of perspectives, and creating value through innovation
- Effectively apply a range of technical capabilities, while maintaining prescribed standards to deliver quality and value for customers; collaborating with team members and continuously building technical expertise and knowledge

ASSIGNMENT & PLANNING OF WORK

The incumbent must have the initiative and drive to identify areas that require attention, the ability to work independently with minimal input from the Deputy Port Director – Cargo Operations, and the ability to plan his / her own work and the department's work to meet targets and deadlines.

SUPERVISION OF OTHERS

- Direct supervisory responsibility as defined in the PACI Human Resources Policies and Procedures and / or as outlined in the Cayman Islands Port Authority Law (1999 Revision)
- The incumbent is responsible for the direct supervision of two (2) positions - the mechanic foreman and the inventory and equipment supervisor; and is responsible for the indirect supervision of twelve (12) positions – the mechanics, assistant mechanics, crane mechanic, welder, inventory equipment officer and department labourers

WORKING CONDITIONS

Environment

Work is performed primarily in an indoor office and shop environment; occasional field environment with some travel from site to site; exposure to noise, dust, grease, smoke, fumes, noxious odours, gases, and all types of weather and temperature conditions; exposure to hazardous traffic conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain This is a full-time position. Standard days and hours of work are weekdays 8:00am – 4:30pm. The incumbent may be required to work extended hours including evenings, weekends and public holidays and may be required to travel (primarily to the Sister Islands, the Caribbean and North America).

Physical

Primary functions require sufficient physical ability and mobility to work in a mechanic shop environment; walk, stand, and sit for prolonged periods of time; frequently stoop, bend, kneel, crouch, crawl, climb, reach, and twist; push, pull, lift, and/or carry moderate to heavy amounts of weights; operate assigned equipment and vehicles. Operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard. Travel to other locations using various modes of private and commercial transportation is occasionally required. The incumbent must verbally communicate to exchange information.

Vision

See in the normal visual range with or without correction. Specific vision abilities required by this job include close vision, distance vision, colour vision, peripheral vision, depth perception, and the ability to adjust focus.

Hearing

Hear in the normal audio range with or without correction.