

Diesel Fleet Supervisor/Shop Supervisor

(responsibilities may vary by location)

Essential Functions

- Work with parts and repairs vendors to ensure timely receipt of parts
- Close service and repair orders in a timely manner
- Ensure timely communication regarding vehicle repair status
- Coordinate roadside breakdown repairs, status updates and contact vendors

- Ensure mandated inspections are completed in a timely manner
- Create, update and review maintenance procedures daily
- Complete expense tracking paperwork in a timely manner
- Ensure compliance with DOT/MOT regulations, as applicable

Requirements

- High school graduate or equivalent; college degree or ASE heavy certification preferred
- 5 or more years relevant work experience or an equivalent combination of experience and training
- Excellent communication and leadership skills
- Ability to work effectively in a stressful environment
- Excellent customer service skills and experience
- Working knowledge of basic computer programs to include Word, Excel and Outlook
- Self-starter
- Ability to prioritize and manage time effectively
- Working knowledge and understanding of DOT/MOT regulations

Benefits: Medical, Dental, Vision; Life Insurance; 401k; PTO – Vacation and sick pay; Paid Holidays