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| LOGO.new.JPGJob Title: Maintenance Manager |
| Department: Operations |
| Revision Date: 10/13/21 |

Position Overview

Maintenance is a critical piece to our overall operation. This position is responsible for the overall productivity, organization, and efficiency of all our maintenance facilities and technicians. This includes oversight of all maintenance personnel and parts inventory.

Essential Job Functions

This position is responsible for the organization of all our maintenance facilities. At a broad level, this includes service scheduling, troubleshooting with technicians, approving work orders, and inventory management. This position requires a positive attitude, the ability to work in stressful, fast paced environments & to be flexible with changing work flows and assuming new responsibilities. Below is a comprehensive list, though not all-inclusive. Position is expected to evolve and change as necessary. Manager is welcomed and encouraged to offer improvements and changes so as to improve the overall operation of the maintenance department.

**Position Responsibilities**

* Schedule service and repairs with Dispatch and service technicians for all shifts and all locations.
* Manage work orders and service procedures.
* Field calls for breakdowns.
* Technician oversight – help with work-related issues, coaching techs to stay focused on work and procedures.
* Track and respond to daily driver-initiated repairs (MACRO 1’s).
* Oversee planning and execution for parts, supplies, lubricant, fuel, tire, and other inventory and ordering with the Assistant Maintenance Manager.
* Ensure technicians have accurate parts to complete assigned work.
* Initiate warranty claims, provide warranty information, and schedule warranty work at outside vendors.
* Examine work orders for accuracy.
* Ensure annual inspections and truck documents are maintained and up to date.
* Make sure all shop equipment and tools are maintained and in safe-working order.

Essential Job Requirements

* Knowledge of heavy-duty trucks and trailers
* Knowledge of off-road heavy equipment including but not limited to conveyors, construction, and minging equipment
* Troubleshooting skills, to include electronic diagnostics
* Knowledge of DOT / FMCSA / CSA / OSHA regulations
* Proficient with TMW and Qualcomm
* Knowledge of truck parts and inventory needs
* Availability to assist with managing breakdowns, as necessary, 24/7
* Attend training seminars and classes, as needed
* Availability to travel to satellite locations up to 25%

**Non-Essential Job Requirements**

* Strong organizational skills
* Ability to read, write, and speak the English language
* Multi-tasking ability
* Proficient with Windows-based programs computer operating systems, specifically Microsoft Office (Word, PowerPoint, and Excel)
* Communication skills, including oral, written, and electronic

\* The above list is not an all-inclusive list of duties and/or requirements.  You will be expected to perform various tasks as required by the customer.  As business objectives changes, so too may the duties.