

**Job Title:** Director of Maintenance  
**Department:** Operations  
**Company:** FLASH Integrated Services  
**Reports To:** President  
**Status:** Full-Time, Exempt  
**# Direct Reports:** 17

# FLASH

Family of Companies



## Position Overview

The Director of Maintenance is accountable for asset management of vehicles and mobile equipment throughout the FLASH Family of Companies. The primary responsibilities include a data driven approach to lowering the cost of equipment, repairs, and increasing equipment availability and efficiency. This includes the development and execution of long and short-range goals, action plans, process and system continuous improvement, and effective leadership of the fleet and personnel. At a broad level, this includes oversight of tractors, trailers, mobile equipment, hauling units, and other equipment as needed. This position is expected to have knowledge of the maintenance and repair aspects of managed equipment, and at times, assist the Maintenance Operations managers in those areas. Below is a comprehensive list, though not all-inclusive. Position is expected to evolve and change, as necessary.

## Position Responsibilities

- Develop and manage operational and capital budgets.
- Provide strategic and operational direction to all maintenance departments.
- Design or improve reporting tools and train personnel on implementation and utilization.
- Purchasing and maintenance management of all vehicles and mobile equipment.
- Analysis of data to assist with strategic and operational decisions, including lease vs. buy.
- Review of and improvement of standard operating procedures to reduce expenses and maximize profits.
- Personnel development and recruitment.
- Maintaining detailed records of vehicle servicing and inspection.
- Comply with U.S. DOT laws and regulations

## Essential Job Requirements

- Degree in Logistics, Business, Finance, or Accounting (preferred)
- 5+ years in a logistics management role
- Experience in the transportation and/or heavy equipment industry
- Outstanding organizational skills, attention to detail, and multi-tasking ability
- Analytical mindset, quantitative ability, and good problem-solving skills
- Exceptional interpersonal, written, and verbal communication skills
- Knowledgeable on all aspects of repair for heavy-duty trucks and trailers
- Knowledge of DOT / FMCSA / CSA / OSHA regulations
- Troubleshooting skills including electronic diagnostics
- Proficient with TMW and Qualcomm or similar maintenance and logistics software
- Availability to assist with managing breakdowns, as necessary (24/7)
- Attend training seminars and classes, as needed

\* 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 company and/or federal and state regulation. As business objectives changes, so too may your duties.

#### **PHYSICAL REQUIREMENTS**

Typical shop setting. Exerting up to 75 pounds of force occasionally, and/or a frequent amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary office work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally, and all other sedentary criteria are met. Job will include repetitive movements, repetitive use of computer/office equipment and usage of hands to type, handle, control, or feel objects or tools.

#### **EEO STATEMENT**

FLASH provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

#### **OTHER DUTIES**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

I have read and understand my roles and responsibilities. I can perform the duties and functions required as stated above.

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Employee Name – please print

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Employee Signature

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Date