

# Fleet Manager

**POSITION TITLE:** Fleet Manager

**STATUS:** Full-time, Salaried

**REPORTS TO:** Director of Operations

**POSITIONS REPORTING TO THIS POSITION:** None

**LOCATION:** Smith, NV

**EXPECTED PAY RANGE:** From \$60,000

The Fleet Manager ensures operational readiness and efficiency of our fleet, including trucks, ATVs, farm equipment, and other specialized vehicles. This role demands mechanical experience and management skills to oversee all aspects of fleet operation, maintenance, and repair. The ideal candidate:

- Wants to work hands-on in an environment and prioritizes safety and reliability.
- Is proactive and solves problems before they happen.
- Demonstrates a strong commitment to maintaining high standards of fleet performance and safety.

## **Expectations and Core Accountabilities:**

- Ensures the operational readiness of all fleet vehicles, maintaining a rigorous inspection, maintenance, and repair schedule and records.
- Diagnoses malfunctions and safety issues, developing solutions to minimize downtime and ensure compliance with all regulatory requirements.
- Accurately tracks time and expenses, managing budgets effectively. Manages relationships with contractors to facilitate maintenance and repairs, ensuring work is completed to our standards and within budget.

## **Requirements:**

- Proven experience in fleet management, including operational and maintenance aspects of a wide range of vehicles.
- Strong leadership skills, with the ability to manage and motivate a technical team.
- Excellent problem-solving abilities, with a focus on safety and efficiency.
- Exceptional communication skills, both written and verbal, with the ability to manage vendor and contractor relationships effectively.

To Apply: Call Dan McClure at (775) 220-4107 with any questions or send your resume to [dan.mcclure@walkerbasin.org](mailto:dan.mcclure@walkerbasin.org).

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