



## **JOB DESCRIPTION**

**Job Title:** Fleet and Transport Officer

**Reports to:** General Manager / TBC

**Direct Subordinates:** Drivers and Operators, Workshop Employees

## **WORKING RELATIONSHIPS**

**Internal:** Workshop Manager, Financial Controller, Drivers and Operators, Health and Safety Personnel and Company Labour Force

**External:** Service providers

### **Main Purpose of Appointment:**

- Management of Company fleet
- Management of driver and operator compliance and safety
- Manage procurement of all fleet related items
- Employee monitoring and training

### **Functions of Appointment:**

- Manage the execution and coordination of all transportation, vehicle and heavy machinery and workshop matters within the organisation.
- Manage Miro's workshop, ensuring:
  - Efficient management of the workshop, ensuring scheduled maintenance and vehicle monitoring timetables are adhered to
  - Ensure workshop maintains correct records, including but not limited to; vehicle scheduled and ad-hoc maintenance times, time spent working on each vehicle and issues resolved (such that workshop personnel can best plan/prioritise their time and so poor vehicles are identified clearly and early so that replacement can be promptly considered)
  - Organising stock management (including spare parts / tyres etc.) including procurement in line with maintenance requirements.
- Manage the electronic tracking system to ensure efficiency and compliance to the Road Safety Management Plan (RSMP) and monitor driver compliance (with speed restrictions and authorised travel routes).
- Maintain data and report monthly on fleet and drivers including:

- Scheduled and ad-hoc workshop maintenance time and cost spent (including spare parts) on each vehicle and brief description of issues fixed and pending
- Fuel use per vehicle
- Mileage/hours
- Maximum speed travelled
- Whether any unauthorised travel detected via tracking system
- Utilisation rate of the vehicle (whether used daily and average hours per day over the month)
- This information should be linked to each driver (as well as the vehicle) so the performance of each driver is also reported against each vehicle.
- Ensure the same driver consistently drives the same vehicle (thus having ownership over looking after the vehicle), and where a different driver/operator is used, that this is recorded. Report on the performance of each driver, based on the above captured information. With the support of HR ensure best driver is rewarded periodically and worst is disciplined / retired / trained / treated appropriately.
- Ensure compliance of vehicles with regulations (servicing requirements are met, insurance, log books etc.) and drivers (licenses, eye tests).
- Conduct and co-ordinate scheduled and ad-hoc safety checks on vehicles and operators, in conjunction with the company's health and safety team (spot checking to ensure full compliance: e.g. that all persons have a seatbelt on, and that all seatbelts are working, and that vehicle checklists have been properly completed). Report wrong doing/breach to HR and follow up to ensure company disciplinary procedure is strictly followed in respect of all fleet drivers / operators.
- Ensure all vehicles and drivers comply with national legislation, fleet regulations and the RSMP.
- Train and educate staff on the RSMP concepts, practices and procedures.

## **JOB HOLDER SPECIFICATION**

### **Formal Education:**

- Relevant tertiary level qualification

### **Experience:**

- Preference for 5 years' experience as fleet, logistics or transport manager

### **Work hours:**

- The daily work schedule of a fleet manager requires him/her to work for forty hours per week or more (7.30am to 4.30pm). He/she will also be required to work out of hours on occasion, in cases of high workload or emergencies.

### **Personal qualities and competencies:**

- Ability to supervise, coordinate and direct work of subordinates
- Ability to diagnose problems and rectify
- Effective oral and written communications
- To analyse the requirements of the situation and take effective and corrective action
- Work independently in the absence of supervision
- Understand occupational health, safety and environmental issues
- Proficiency in computer skills are required

This job description is a guideline of key performance areas, but does not limit your activities to the content herein. Your role is to continuously add value to the company and carry out any reasonable instructions from management, thus ensuring that all teams meet Miro' objectives.