

# FLEET MAINTENANCE MANAGER

**Ready to move forward  
with your career?**

Payne Trucking leads the industry in the provision of timely and efficient bulk hauling services. With over 54 years' experience as a bulk carrier hauling raw materials and manufacturing by-products to our customers throughout the east coast, we offer a proven track record of service. We employ a skilled team of professionals who utilize the latest technologies to maintain our place as an industry leader in the van, container & dump trailer hauling business.

This position, **based at our corporate office in Fredericksburg, VA.,** is responsible for overseeing all commercial vehicle services; providing information and serving as a resource to the executive leadership; achieving defined objectives by planning, evaluating, developing, implementing and maintaining fleet services in compliance with established guidelines, codes, and regulations; supervising and directing assigned staff to maintain a growing commercial vehicle fleet of 160+ trucks & 700+ trailers, company autos, and a variety of heavy off road equipment.

***The following list contains many of the duties to be performed but is not all inclusive:***

- Develops and monitors budget allocations, expenditures, and related financial activities for the purpose of ensuring that allocations are accurate, expenses are recorded, expenses are within budget limits and/or fiscal practices are followed.
- Assesses damage from accidents, incidents, complaints, etc. (e.g. vehicle break-downs, systemic vehicle problems, etc.) for resolving or recommending a resolution to the situation.
- Develop a company fleet maintenance policy, a technician training program outline and other support programs and systems that will improve fleet operations and driver performance.
- Utilize a computerized fleet maintenance software program to provide detailed company asset accounting/identification as well as identifying and assigning responsibility for those assets.
- Performs interdepartmental personnel functions in cooperation with the Director of Safety & Human Resources (e.g. hiring, promoting, terminating and, evaluating, supervising, counseling, disciplining, directing, training, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving objectives within budget.

## ***Experience and Education:***

- Bachelor's degree in job related area is preferred. Verifiable experience with increasing levels of continuing education and responsibility in job related area may be considered in lieu of a Bachelor's degree.
- Successful completion of training toward license and/or certification in various areas of Transportation/Trucking trades and maintenance practice is helpful but not required.
- Fleet or heavy-equipment maintenance leadership experience required.
- Strong knowledge of DOT regulations, budgeting, and team management.

**If you want to work  
as a team, work  
with an amazing  
staff & owner, then  
PAYNE TRUCKING  
is who you want  
to work for!**

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