

## Manager - Fleet Management

Job Title	Manager		
Division	Transportation Operations Division		
Department	Fleet Department		
Section	Fleet Management		
Location	Hub	Direct Reports	Fleet Supervisors
Reports To	National Manager Operations	Version Number	1
External Relations	Vehicle Leasing and Maintenance Vendors	Guide Number	7297
Internal Relations	All Internal Customers	Job Code	

### Basic Function

Overseeing entire fleet leased from the rental companies by ordering new vehicles, returning old ones, and offering maintenance and assistance to the drivers whenever they encountered mechanical difficulties or accidents. Fully understand, drive and promote SMSA vision, culture and values.

### KEY Responsibilities

#### Operations

- Negotiate the most competitive prices acquired from the rental companies, within budget limit allocated to the staff category, while considering short-term and long-term objectives such as cost control, best pricing in market, and quality of service.
- Order vehicles and follow up on delivery for each region.
- Increase long-term relationships with vendors by maintaining efficient and effective operational activities.
- Forecast and plan for short-term and long-term vehicle demand.
- Return and acquire return note for expired contract vehicles.
- Follow up with the regional supervisors on day-to-day transactions regarding the vehicle status.
- Generate Traffic Violation Report to monitor traffic violations on fleet vehicles.
- Investigate motor vehicle accidents, negotiates settlements, collects damages, and authorizes repairs to vehicles.
- Coordinate with fleet supervisors to ensure all vehicles are equipped with the necessary documents and safety measurements, and are technically fit for purpose.
- Filing vehicle documents regional wise.
- Build good relations with the rental companies and ensure services are provided to staff vehicles as needed.
- Ensure quick arrangement for replacing broken down vehicles.
- Provide the management and finance with the requested reports and information.
- Regularly meet with vendors for effective service delivery and complaint resolutions to run a sustained fleet operation in line with the agreed contract.
- Ensure all vehicles are neat and cleaned.

- Ensure company logo is well installed and maintained in all company vehicles in coordination with Marketing.
- Replacement Vehicles
- TAMM updating
- Staff survey
- Align with Budget

## EHS

- Ensuring that all safety related equipment and systems, particularly fire fighting, alarm, emergency lights and similar equipment are identified, listed and scheduled as part of the preventive maintenance program, and that they remain in safe & good operational condition at all times
- Coordinating with maintenance staff concerning occupational health & Safety, and environmental management
- Coordinate and Participate in the departmental EHS system activities including hazard identification, safety awareness and procedures implementation, waste management, environmental aspects identification, and EHS audits
- Overseeing and monitoring all the work activities in order to make sure that work- and job-related hazards are identified and the work is being performed safely, following the OHS system / rules, and considering the environmental management principles
- Coordinating with the Maintenance Engineer / contractor regarding the execution of the preventive/corrective maintenance activities
- Actively participates in the development and implementation of EHS objectives & programs, and lead EHS audits / inspections. Take a major role in incident reporting & investigation
- Participates in the emergency response plan, development, and in conducting emergency drills
- Actively participates in the EHS audits / inspections. Take a major role in incident reporting & investigation
- Coordinate and participate in the paper and other recycling programs, communication & management
- Planning and supervising the EHS awareness and training activities and ensuring competence of all personnel
- Supervising the EHS internal audits, inspections, and corrective / preventive actions effectiveness

## HR / Administrative

- Exercise day-to-day control of staff, authorize vacation, overtime, disciplinary action etc. to achieve team goals / targets.
- Monitor and control overall team performance by reviewing regularly the routine performance information through meetings, reports, walkthroughs, and observations.
- Ensure all vacant positions in fleet operations are filed as per the manpower requirement plan.
- Adapt reporting to KPI requirements of each functional area

## Business Continuity

- Ensuring that the BC plan (or plans) adequately delivers the organization's BC capability and meets the BC requirements.
- Communicating the implications of departmental changes that may impact the BCMS.
- Collecting information for and completing the BIA.
- Identifying and acknowledging supply chain priorities.

- Developing, implementing, and maintaining departmental procedures on behalf of the plan owner.
- Conducting and participating in exercises.
- Maintaining the departmental BC documentation. Liaising with the BC managers.
- Developing, coordinating, and facilitating the BCMS. This includes developing analysis and BC plan templates.
- Facilitating and coordinating the BIA, risk and threat assessment (related to prioritised activities), strategy and solutions planning, BC plans and testing throughout the organization.
- Ensuring maintenance of the BCMS on a periodic basis as well as whenever it is appropriate.
- The effective use of resources and procedures within the BCMS, such as systems, tools, and response and recovery procedures.
- Making recommendations, removing roadblocks, and reporting to top management

## Competencies - Professional and Technical

### Behavioral Competencies

Decision Making	Level 5
Planning & Organizing	Level 5
Resource Management	Level 5
Stress Management	Level 5
Teamwork	Level 5
Teamwork	Level 5

### Technical Competencies

Language Proficiency knowledge (Arabic)	Intermediate
Language Proficiency knowledge (English)	Intermediate
MS Office (Excel, Word, PowerPoint, Visio, Outlook) Knowledge	Intermediate

### Competencies – EHS

Knowledge of basic environment health and safety requirements  
EHS corporate objectives awareness  
Awareness of EHS requirements in the QEHS management systems  
Have attended EHS awareness training (if applicable)  
Awareness of Environment Health Safety incident reporting

### Organizational Competencies

Intermediate

\*Refer the Organizational Competencies Dictionary in GUIDE (Doc# 6244)

### Decision Making

### Key Performance Indicators (KPIs)

Abide by the goal setting forms (Individual KPI'S) of the current financial year

### Qualification : Education and Experience

•Bachelor's Degree (Preferred specialization in their field of work). (Those in finance/ accounting jobs must be a CPA or equivalent.). At least five (5) years of relevant work experience, 2 years of which should be in managerial capacity, preferably in the same industry.

or

•Diploma, certificate courses with over 8 years industry experience of which at least 2 years has been in management position

or

•Diploma, certificate courses with over 10 years industry experience of which at least 4 years has been in Supervisory position

\*Note: Industry Experience wherever its applicable

Date Of Release

Prepared By:	Reviewed by:	Approved by:	Endorsed by:

<b>Updated by:</b>	<b>Date:</b>	<b>Approved by:</b>	<b>Date:</b>
<b>Employee Name:</b>			

I hereby confirm my utmost commitment in fulfilling all the requirements including above and any amendment to this document.

Management reserves the right to amend the Job description at any time without prior notice.

<b>Signature:</b>	<b>Date:</b>