

## Supervisor - Fleet Management

Job Title	Supervisor		
Division	Transportation Operations Division		
Department	Fleet Department		
Section	Fleet Management		
Location	Hub	Direct Reports	None
Reports To	Fleet Manager	Version Number	1
External Relations	Vehicle Leasing and maintenance vendors	Guide Number	7298
Internal Relations	All Internal Customers	Job Code	

### Basic Function

Monitoring all company vehicles and ensuring compliance with all the regulations and procedures involved, supervising regular maintenance, as well as coordinating with relevant departments. Fully understand, drive and promote SMSA vision, culture and values.

### KEY Responsibilities

#### Core

- Ensure regular vehicle maintenance inspection.
- Observe vehicles for any unreported accidents.
- Examine vehicles for clear logo visibility.
- Arrange issuance and timely replacement of vehicle from vendors as per allocated budget.
- Maintain fleet record, e.g., paperwork of insurance, istimara.
- Ensure availability of above-mentioned documents in every vehicle.
- Prepare and submit vehicle accident report as and when accident occurs.
- Monitor quality of driving.
- Assist with increasing drivers' awareness of new traffic rules and regulations.
- Follow up on standard maintenance schedule.
- Coordinate with suppliers and vendors to ensure long term, sustained relationship by verifying quality of required service.
- Conduct a regular vendor selection survey.
- Support the fleet manager in any new vehicle model selection exercise.
- Align with the budget
- TAAM updating
- Staff Survey

#### 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

#### Business Continuity

- Attend and actively participate in all business continuity training and awareness programs.
- Understand the facility's business continuity plans and procedures.
- Act according to the emergency response procedures during drills and actual events.
- Report any observed risks or potential threats to the continuity of operations to the designated officer.
- Adhere to data protection policies to ensure the integrity and confidentiality of sensitive information.
- Acknowledge roles and responsibilities during an incident to ensure effectiveness by understanding the business continuity programme.
- Recognize an incident or crisis.
- Alert incident or crisis responders (including emergency responders as appropriate).
- Escalate action to the incident or crisis management team.
- Respond appropriately to specific threats.
- Respond appropriately when evacuated from the site.

## Competencies - Professional and Technical

### Behavioral Competencie

Conflict Management	Level 3
Creative Thinking	Level 3
Initiative	Level 3
Resource Management	Level 3
Stress Management	Level 3
Teamwork	Level 2

### Technical Competencie

Language Proficiency knowledge (Arabic)	Beginner
Language Proficiency knowledge (English)	Intermediate
MS Office (Excel, Word, PowerPoint, Visio, Outlook) Knowledge	Intermediate
SMSA System (CORE, ERP, SDM, SAM, INFINITY, SPOT, POS, Sibel, Courier application, e	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
<i>*Refer the Organizational Competencies Dictionary in GUIDE (Doc# 6244)</i>

### Decision Making

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### Key Performance Indicators (KPIs)

Abide by the goal setting forms (Individual KPI'S) of the current financial year
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### Qualification : Education and Experience

<ul style="list-style-type: none"><li>●Bachelor's Degree (Preferred specialization in their field of work).( Those in finance/ accounting jobs must be a CPA or equivalent.), At least four (4) years of relevant work experience, 2 years of which should be in Supervisory capacity, preferably in the same industry.</li></ul> or <ul style="list-style-type: none"><li>●Diploma, certificate courses with over 4 years industry experience of which at least 2 years has been in Supervisory position</li></ul> or <ul style="list-style-type: none"><li>●Diploma, certificate courses with over 5 years industry experience of which at least 2 years has been in Level-05 position</li></ul> <p>*Note: Industry Experience wherever its applicable</p>
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Date Of Release

<b>Prepared By:</b>	<b>Reviewed by:</b>	<b>Approved by:</b>	<b>Endorsed by:</b>

<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>