



Fleet Maintenance Manager

Jerome L. Taylor Trucking, Inc. is looking for a **Fleet Maintenance Manager** to join the team at our hauling location in **Upper Marlboro, Maryland**. We offer a comprehensive array of benefits: Amazing medical, dental & vision, 401K with match, provided uniform/PPE, paid time off and holiday pay, employee discount programs, and more!

About the Job: The Fleet Maintenance Manager will be responsible for managing all truck maintenance operations and the oversight of a team responsible for the preventive maintenance and repair of our truck fleet. Ensures all repairs and/or maintenance to equipment (diesel fleet, alternate fuel, containers, and other heavy-duty equipment) is performed in accordance with Company safety and compliance standards, and with all federal/state regulations.

Key Responsibilities

- Oversee the daily operations of one or multiple maintenance sites
- Oversee personnel needs of the department including conducting daily shop huddles, fleet walks, coaching, training, and evaluating employee performance; provide input into hiring, termination, compensation, and promotion decisions
- Manage related administrative matters for team, including payroll, employee records, PTO, records of all preventive and corrective maintenance performed, recording of all information into Company Maintenance Software
- Oversee planning and scheduling of all repair work to optimize productivity
- Perform inspections of outside repairs to ensure all work was properly completed in accordance with Company's safety and compliance procedures and federal/state regulations; follow up where appropriate
- Track issues and conduct Quality Control Inspections (QCI's)
- Analyze the quality and effectiveness of the work performed
- Oversee repair diagnostics on more complex matters, provide coaching, and identify training opportunities where necessary
- Responsible for managing professional business relationships with external vendors and maintain knowledge of all equipment warranties
- Oversee inventory control system to ensure necessary equipment and part levels are maintained and purchases are within budget
- Approve expenses and manage the budget for the maintenance shop(s)
- Maintain knowledge of engine, emission systems, transmission, brake, hydraulic and electrical systems to perform advanced preventive and repair maintenance functions on heavy equipment and vehicles used by Company, both on site and on the road
- Prepare and submit budget for approval and set department goals as aligned with goals established by leadership
- Monitor and evaluate departmental performance and productivity, identify operational issues and process improvements, and implement strategies to improve performance
- Ensure the cleanliness of the maintenance shops through regular inspections and preventive maintenance programs

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(202)280-2008 | info@JLTTrucking.com



- Conduct and/or attend periodic driver/safety meetings to maintain favorable working relationships among all employees and promote morale, productivity, and efficiency
- Update and submit required reports in a timely manner
- Maintain open communication with other departments and leadership to ensure fluid and effective operations
- Determine training needs and provide training to new and/or lesser experienced employees
- Perform other job-related duties as assigned

Requirements

- High school diploma or general education degree (GED)
- Valid State Driver's License (CDL Preferred)
- Five (5) or more years Supervisory or Management experience
- Financial and/or Project Management experience
- Microsoft Office experience
- Experience working with heavy equipment requiring a thorough knowledge of safe working practices, DOT, OSHA and other federal and state regulations

Work Environment

- Frequently exposed to loud noise, humidity, hot and cold weather conditions, moving mechanical parts, vibration, toxic and caustic chemicals, fumes, and airborne particles.
- Occasionally work in high precarious places.
- Work environment is usually loud.

Job Type

- Full-time

Salary

- \$80,000.00 - \$120,000.00 per year

Benefits

- 401(k)
- 401(k) matching
- Dental insurance
- Flexible spending account
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

Experience Level

- 5 years

Schedule

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- Monday to Friday
- Weekend availability

Ability to commute/relocate

- Upper Marlboro, MD 20772: Reliably commute or planning to relocate before starting work (Required)

Experience

- Diesel engine repair: 5 years (Required)
- Mechanical knowledge: 5 years (Preferred)