

THRASHER

Job Title: Fleet Manager

Location: Bridgeport, West Virginia

Type: Part-Time

The Thrasher Group is a full-service architecture, engineering, and field services consulting firm with a rich resume of project success all throughout the Mid-Atlantic region. Our team of skilled experts delivers a vast array of professional services to clients across five major markets: architecture, land development, water resources, transportation, and energy.

We are looking for a Part Time Fleet Manager to report out of our Bridgeport, West Virginia office. If you are a highly motivated team player that thrives in a fast-paced work environment and looks at tasks with a “can-do” attitude, then check out the job duties below.

In this role, you will be asked to:

- Plan and direct the vehicle maintenance and repairs of Thrasher Group owned vehicles and ATV's.
- Prepare and maintain master vehicle/ATV/trailer log listings
- Maintain preventative maintenance logs for all Thrasher Group owned vehicles, including tires, oil changes, collision repairs, etc.
- Ensure that all employees with vehicles adhere to a regular maintenance schedule
- Obtains competitive proposals for the purchase of new vehicles
- Coordinates and leads fleet meetings
- Manage vehicle licensure and registration
- Review and process vehicle accident and damage reports
- Coordinates related training programs for employees
- Monitor fuel purchases and GPS systems
- Act as point of contact for employees regarding vehicles and educate employees on vehicle, trailer, and SXS usage and maintenance
- Explain use and expectations of assigned vehicles or floater vehicles during orientations
- Make recommendations on fixing vehicles based on various circumstances
- Other related duties as assigned

Qualifications may include:

- Ability to work with electronics and programs, including excel. Mechanical background is a plus.
- Strong verbal, interpersonal, and written communication skills
- Ability to establish and maintain working relationships with staff and external vendors
- Exceptional problem-solving and organizational skills

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In promoting a family-oriented culture, The Thrasher Group recognizes the importance of work life balance and schedule flexibility.

The Thrasher Group conducts pre-employment drug screens and background checks on all applicants who accept offers of employment. Authorization to work in the United States is a precondition of employment. "EEO/AA/E-Verify