

## **PROPOSED JOB DESCRIPTION/ RESPONSIBILITIES, QUALIFICATION & EXPERIENCE OF DEPUTY MANAGER FLEET**

### **Job Description**

- Ensure timely departure of vehicles for necessary field operations
- Responsible for operational activities of fleet in the assigned areas
- Coordination with Assistant Manager Operation (Zonal Incharge) for completion of primary collection, secondary collection & other operation in routine
- Work closely with the maintenance teams for timely repair & maintenance of vehicles ensuring reduction in down time
- Management of the Transfer station Operations as per plan
- Ensuring vehicles deployment as per prepared plan through Assistant Manager Fleet
- Assist Manager Fleet for recruitment of quality drivers for the operational fleet
- Assist Manager Fleet for managing all the matters related to drivers & to train them by conducting training workshops
- Utilizing the vehicle tracking system to monitor the drivers & track the vehicles
- Implementing the vehicle washing schedule for improvement in the vehicles life
- Fuel issuance on daily basis in accordance with reports from Disposal Site or tracker system
- To maintain official record including log books, trip reports, tracker/ mileage reports & other relevant records
- Any other task assigned by management from time to time

### **Qualification**

Minimum 16 years of education in the field of Management or Engineering

### **Experience**

- 2-3 years of experience of fleet or operations management in solid waste management