



THE EASTERN REGIONAL HEALTH AUTHORITY

POSITION DESCRIPTION

1. JOB TITLE FLEET COORDINATOR	2. DIVISION HEAD OFFICE	3. DEPARTMENT FLEET
4. ORGANIZATIONAL RELATIONSHIP The Fleet Coordinator will report to the General Manager-Operations.	5. NATURE & SCOPE The Fleet Coordinator is responsible for providing technical support in the acquisition, operation, maintenance and disposal of the ERHA's fleet of vehicles. He/She manages the overall fleet and drivers throughout the entire region, amongst other duties.	
6. SPECIFIC ACCOUNTABILITIES The Fleet Coordinator will be required to:		
<ul style="list-style-type: none"> □ Manage the daily operations of the fleet including the work of the Transport Assistant. □ Manage the maintenance and repair of the fleet. □ Serve as a member to Authority's Management Team, Disaster Preparedness Steering Committee and any other relevant committee's designated by the Chief Operations Officer and or the General Manager-Operations. □ Prepare annual fleet budget allocations for the units within the Authority. □ Create, execute and maintain a preventative maintenance schedule for the upkeep of the Authority's fleet of vehicles. □ Ensure that the vehicles are road worthy and meet the stipulated requirements by the Ministry of Works and Transport. □ Collect and analyze data on fleet performance. □ Develop and maintain systems to ensure that all drivers operate vehicles in a manner that maximizes the useful life of the vehicle. □ Respond and mobilize relevant vehicles in emergencies at the request of the designated Manager/Supervisor. □ Produce regular reports on the operations of the fleet including but not limited to measures such as mileage, number of accidents, fuel consumption, emergency response and pre-run checks. □ Ensure proper reporting and investigation of accidents and vehicle abuse. □ Monitor performance of maintenance contractors and report accordingly □ Recommend optimum time for disposal of vehicles based on fleet data collected. □ Liaise with Finance to ensure suppliers are being paid in a timely manner for goods and services received. □ Participate in the tendering for purchasing and disposal of vehicles. □ Develop and implement policies and guidelines pertaining to driver and vehicle safety. □ Address complaints from the public concerning Motor Vehicle Drivers in the Authority. □ Conduct driving test assessments. □ Coordinate transport arrangements for employees as the need arises. □ Perform other related duties as requested by the approved Authority. 		
7. KEY KNOWLEDGE, SKILLS AND ABILITIES		
<ul style="list-style-type: none"> □ Knowledgeable on the register process of any motor vehicle donated or purchased by the Authority. □ Knowledge and experience to prepare any such vehicle for the purpose of inspection at the Ministry of Works and Transport (Licensing Office). □ Excellent communication skills, both oral and written. □ Good analytical and leadership skills. □ Able to operate light and heavy motor vehicle or equipment. □ Experience in contract monitoring and budget preparation 		

8. MINIMUM TRAINING AND EXPERIENCE

- First Degree in Management/Business Administration
- National Certificate in Diesel and Gas auto mechanic at John Donaldson Technical Institute.
- Class 3, 4, 5 Drivers Permit.
- At least five (5) years' experience in Fleet Management.
- At least three (3) years supervisory experience.
- Training in GPS Tracking a
- Any equivalent combination of training and experience.

9. SUPERVISORY RESPONSIBILITIES

- Transport Assistants
- Junior Administrative Assistant

10. COMMUNICATION AND WORKING RELATIONSHIPS

Internal:

- Chief Executive Officer
- General Manager-Operations
- All Managers and Supervisors
- Transport Assistants
- Motor Vehicle Drivers
- Junior Administrative Assistant

External:

- Suppliers
- Members of the public
- Licensing Officers