

# BARBADOS WATER AUTHORITY

## VACANCY

### FLEET MANAGER



The Barbados Water Authority (BWA) is seeking to fill the vacant position of **Fleet Manager**. The successful candidate will work under the supervision of the Director of Engineering.

#### FUNCTION

The Fleet Manager will assist in developing strategies to ensure optimal fleet performance, including inspection and scheduling regular vehicle maintenance to guarantee operational efficiency. Ensure the recruitment of quality drivers in the fleet and maintain detailed records of vehicle servicing, licenses, and inspections, among other duties.

#### DUTIES AND RESPONSIBILITIES

- ❖ Developing and managing a preventative maintenance programme to ensure the effective operation of the Barbados Water Authority's fleet of vehicles and some equipment;
- ❖ Ensuring that all BWA vehicles are registered and licensed;
- ❖ Manage, track, and develop strategies for tracking vehicle fuel consumption and expenses;
- ❖ Provide input into the preparation of specifications for the purchase of new vehicles and assist in the review of tenders;
- ❖ Making recommendations regarding the disposal of vehicles and some equipment.
- ❖ Maintaining detailed records of vehicle servicing and inspection;
- ❖ Assisting in the recruitment of quality drivers into the fleet;
- ❖ Managing drivers to ensure that they adhere to strict schedules;
- ❖ Utilizing GPS systems to monitor drivers and track vehicles;
- ❖ Ensuring that all drivers of BWA's vehicles receive the requisite training and comply with the Government of Barbados Road Traffic Act;
- ❖ Analyzing data to increase business operational efficiency;
- ❖ Preparing requisitions for parts and supplies for vehicle maintenance, researching the costs and potential sources of supply;
- ❖ Planning and scheduling regular vehicle maintenance to ensure operational efficiency;
- ❖ Ensuring strict servicing and maintenance times to minimize downtime and maintain schedules;
- ❖ Preparing and monitoring the budget for the Transport Department for equipment, tools, lubricant and supplies;
- ❖ Assigning work, monitoring work status and managing work schedules;
- ❖

## DUTIES AND RESPONSIBILITIES *cont'd*

- ❖ Assisting with the development of training programmes and providing assistance with the training of personnel in the department;
- ❖ Preparing accident reports and any other relevant reports as may be required; and
- ❖ Performing any other related duties assigned from time to time.

## QUALIFICATIONS AND EXPERIENCE REQUIRED

- ❖ Bachelor's degree in business, Business/Administration or Engineering (Mechanical);
- ❖ Ordinary Technical Diploma or City and Guilds Certification in either Mechanical or Systems and Equipment or Associate Degree in Mechanical Maintenance;
- ❖ Five years' experience in fleet management in the transportation field;
- ❖ Relevant experience and skills in operations, logistics and fleet management software programs; and
- ❖ Knowledge of fleet management software would be an asset.

## ATTRIBUTES, COMPETENCIES AND KNOWLEDGE

- Excellent knowledge of auto mechanics and fleet management.
- Analytical mindset and good problem-solving skills.
- Excellent supervisory management skills.
- Ability to supervise a diverse area of Operations in Electrical and Mechanical Maintenance.
- Possess initiative and the ability to work with minimum supervision.
- Possess excellent planning and organisational skills.
- Performance-driven and results-oriented.
- Excellent interpersonal skills.
- Excellent oral and written communication skills.
- Proven track record with management skills to motivate and lead a team.
- Valid Driver's License.
- Proficient in Microsoft Suite.

## SALARY

The successful candidate will receive an attractive salary package. Applications with full curriculum details should be emailed to **HR@bwa.gov.bb** or addressed to:

The Director of Human Resources Management and Development  
Barbados Water Authority  
Pine Commercial Estate  
The Pine  
**St Michael**

The closing date for receipt of applications is **January 13, 2025**.

**Unsuitable applications will not be acknowledged; only shortlisted candidates will be contacted.**