

BARBADOS WATER AUTHORITY



EXTERNAL VACANCY

FLEET MANAGER

Applications are invited from suitably qualified persons to fill the vacant post of **Fleet Manager - Barbados Water Authority (BWA)**.

The Fleet Coordinator will be responsible for the strategic management of BWA's vehicle and equipment assets to ensure reliable service delivery, regulatory compliance, and long-term sustainability. The successful candidate shall perform their duties and responsibilities under the direct supervision of the Director of Engineering or his designate.

DUTIES AND RESPONSIBILITIES

❖ **Strategic Asset Management**

- Developing and implementing the BWA's Vehicular and Equipment Asset Management Policy, Strategy, and Plans in alignment with corporate goals.
- Establishing asset performance targets and ensuring continuous improvement in asset reliability and efficiency.

❖ **Planning & Lifecycle Management**

- Maintaining a complete asset register and condition database.
- Conducting lifecycle analysis to support capital investment planning and renewal programmes. This would include making recommendations regarding the disposal and purchase of vehicles and equipment.
- Preparing requisitions for parts and supplies for vehicle maintenance, researching the costs and potential sources of supply.
- Maintaining detailed records of vehicle servicing and inspection.
- Coordinating asset inspections, condition assessments, and renewal forecasting.

❖ **Operations & Maintenance Support**

- Assisting in the recruitment of certified drivers and operators into the BWA's team.
- Performing any other related duties assigned from time to time.
- Preparing specifications for the purchase of new vehicles and assisting in the review of tenders.

❖ **Financial & Capital Planning**

- Develop and manage fleet budgets, including forecasting capital expenditure and operating costs
- Preparing and monitoring the budget for the Transport Department, which includes equipment, tools, and supplies.
- Preparing short- and long-term capital investment plans for vehicle and equipment replacement and upgrades.

❖ **Compliance & Risk Management**

- Assisting with the development of training programmes and aiding with the training of personnel in the department.
- Ensuring that all BWA vehicles are registered and licensed. Maintaining records of the licenses and certifications required for the operation of vehicles and equipment.
- Ensuring that all drivers of BWA's vehicles receive the requisite training and comply with Government of Barbados Road Traffic Act.

Data & Technology

- Manage fleet tracking (e.g. GPS) systems, fuel usage, to monitor the performance of drivers and track vehicles to ensure optimal use of assets.
- Oversee data collection and quality control of the assets assigned to the department.
- Monitor and report on fleet KPIs, including downtime, cost per kilometre/hour to operate the asset.

❖ Leadership & Collaboration

- Lead and mentor the team assigned to the Transport Section (i.e. Mechanics, technicians, and administrative staff), ensuring safety and productivity.
- Preparing reports (e.g. accident reports) and recommendations to senior management, Board and regulators as may be required.
- Collaborate with departments as necessary (i.e. Engineering, Finance, and Customer Service)

QUALIFICATIONS AND EXPERIENCE REQUIRED

- ❖ Qualification or certification in Logistics, Fleet or Asset Management, Business, Administration or related field.
- ❖ Five years or more experience in Fleet or Asset management, preferably in an entity with a significant asset base.
- ❖ Relevant experience and skills in operations, logistics and fleet management software programs.
- ❖ Understanding of vehicle/equipment lifecycle costing, procurement, and maintenance.
- ❖ Valid driver's license: certification to drive/operate heavy/specialize vehicles/equipment would be an asset.
- ❖ Proficiency with asset 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.
- Possess initiative and the ability to work with minimum supervision.
- Possess excellent planning and organisational skills.
- Performance-driven and results-oriented.
- Data-driven decision-making.
- Excellent interpersonal skills.
- Excellent financial skills.
- Excellent oral and written communication skills.
- Proficient in the Microsoft Suite of software tools.

SALARY

The successful candidate will receive an attractive salary.

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
Pine
St Michael**

The closing date for receipt of applications is Monday, October 27, 2025.

Unsuitable applications will not be acknowledged, and only shortlisted candidates will be contacted.