

JOB DESCRIPTION

JOB TITLE Fleet Service Manager

REPORTS TO Operations Manager

JOB OVERVIEW

The Asset Specialist is responsible for assisting the operations manager in ensuring all Wescom's assets are properly maintained, cared for, and secured. The asset officer will generally be assigned assets by location and/or type and will need to ensure all the details of such assets are handled. Through daily communication and direction of the Operations Manager, time will be spent working on repairs and maintenance of assets, moving of assets from various locations, completing inspections, maintaining order in shop locations, and scheduling and ensuring completion of repairs and maintenance with vendors and employees.

RESPONSIBILITIES AND DUTIES

- Track vendor invoices as to status and provide daily updates to management of such. Prepare, present, and track weekly reports including work in process, equipment tracking, unbilled job costs, open purchase orders, and weekly scorecard for leadership.
- Complete random inspections of assets following stated processes and ensuring variances are documented and corrected.
- Schedule and complete standard maintenance items (oil and tire changes, etc) in a timely fashion
- Establish dates for larger maintenance and repair items with vendors and ensure their completion including working with asset manager to ensure replacements available for affected employees.
- Input status and costs of all maintenance and repairs into system as required.
- Implement programs, policies and guidelines that satisfy various state, federal and tribal regulations.
- Ensure all assets are clean, operational, and professional for operational efficiency.
- Communicate to employees, management and clients with cheerfulness and a willingness to help.



- Be an active safety role model and follow all safety requirements.
- Live Wescom core values of Building Customers for Life, Serving with Integrity, Empowering People and Creating Opportunities.

QUALIFICATIONS

- High school diploma with computer skills including Microsoft Office especially Excel.
- Willingness and desire to learn and be trained.
- Knowledge of industrial processes including oil field.
- Experience of 2+ years working on and around vehicles, equipment, and other assets.
- CDL

SALARY

\$28.00 / hour + DOE

HOURS

Expect 50 hours a week with a start time of 7:00 AM to 5:00 PM M-F with occasional overtime as needed.

CAREER PATH

The Asset Specialist reports to the Operations Manager. There are several career paths available to the right individual including up such as Fleet Manager, Client Operations Manager, or over to similar positions such as safety officer. Wescom believes in people and creating opportunities for the right person.

