

## Fleet Maintenance Supervisor

# Emily Harris

### Professional summary

Dedicated fleet maintenance supervisor with 10+ years of experience in managing a diverse fleet of vehicles, ensuring all vehicles are operational, compliant, and well-maintained.

### Experience

#### Fleet Maintenance Supervisor

July 2018 - Now

Barker Logistics, Dallas, TX /

- Supervise a team of 6 technicians in the daily maintenance and repair of a fleet of 50+ trucks and delivery vehicles.
- Develop and implement a preventive maintenance program, reducing vehicle breakdowns by 30% and increasing fleet availability by 20%.
- Manage the scheduling of routine maintenance, ensuring all vehicles passed state inspections and remained in compliance with DOT regulations.
- Work with the purchasing department to source parts and tools, negotiating cost-effective contracts with suppliers.
- Train staff on best practices for diagnostics, safety procedures, and troubleshooting.

#### Fleet Technician


April 2015 - June 2018

Longhorn Transport, Dallas, TX /


- Performed routine maintenance and repairs on company vehicles, including oil changes, tire rotations, and brake inspections.
- Assisted in diagnosing and repairing complex mechanical and electrical issues, ensuring minimal downtime for fleet operations.
- Maintained accurate records of all maintenance performed and assisted with inventory management for spare parts.
- Implemented fuel efficiency improvements that reduced operating costs by 10%.

### Cost-Saving Initiatives

- Negotiated with suppliers to reduce maintenance costs by 15% while maintaining high-quality parts.
- Implemented a tire management program that extended tire life by 20% and reduced costs.
- Developed a fuel monitoring system that decreased fleet fuel consumption by 8%.

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 Dallas, TX

### Education

#### Certificate in Automotive Technology


Dallas Technical Institute, TX


Graduated: May 2014


### Certifications


- ASE Certified Master Technician, 2022
- CDL (Commercial Driver's License), 2016
- DOT Compliance and Safety Certification, 2015

### Skills

Fleet maintenance and repair 

Preventive maintenance and scheduling 

Diagnostics and troubleshooting of mechanical and electrical systems 

Vendor management and cost reduction strategies 

Safety and compliance (DOT regulations) 