



4221 W Boy Scout Blvd
Suite 400
Tampa, FL 33607
(813) 261-0820

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| JOB TITLE: | Fleet Coordinator (PDI & Compliance) |
| REGION: | North America – Based out of Tampa FL |
| REPORTING TO: | (JP) Jaksa Panic – Vice-President, Fleet |
| OVERNIGHT TRAVEL: | 5% |

Company and Position Overview:

Big Truck Rental (BTR) is the leader in Front Loader, Side Loader, Rear Loader, and Roll-Off garbage truck rentals in North America, all backed by a nationally serviced and supported fleet. BTR began in 2002 and is a growing organization that is looking to expand. BTR is a customer focused organization that is seeking a highly motivated and success-oriented Fleet Administrator. This position will be responsible for working with the Sales and Operations team to manage BTR's incoming fleet process (PDI) and the general compliance of our fleet. Additionally, the position requires high levels of engagement with our external partners, ensuring information is readily available, and execution is swift.

Essential Job Functions:

- Manage BTR's Pre-Delivery Inspection (PDI) process:
 - o Own the PDI process by providing accurate reporting to BTR team on a regular basis.
 - o Improve and manage PDI turns to company expectation, less than 15-days.
 - o Build and develop relationships with key PDI partners for continued growth.
 - o Look for continuous improvement strategies on improving timeliness via PDI process enhancements.
- Manage BTR's Fleet Compliance program:
 - o Responsible for all fleet compliance for BTR's fleet of vehicles.
 - o Ensure all new and existing assets are registered as needed to state requirement(s)
 - o Manage all third-party relationships specific to BTR's fleet compliance.
 - o Stay up to date with all commercial regulations and changes specific to BTR's fleet compliance.
- Manage BTR's Reporting requirements:
 - o DOT – Keep BTR's DOT profile up-to-date, accurate, and dispute incorrect filings regularly.
 - o Insurance – Manage any active insurance claims by providing necessary documents.
 - o CARB/emissions – Submit and manage reporting as required for states where applicable.
 - o Manage commercial regulations and changes specific to BTR's reporting needs and general vehicle operations.
- Support the Fleet department for additional and supplementary requirements and projects.

Qualifications:

- High School Diploma / GED
- Minimum 3+ years' experience in a professional environment. Dealer, Fleet, and customer service experience is preferred.
- Excellent written and verbal communication skills to work with diverse customer base and internal team.
- Disciplined and strong ability to work in an independent environment.
- Adequate use of web-based applications (Salesforce), Word, Excel, PowerPoint, etc.
- Fleet/Commercial truck compliance experience is an asset.

Please direct inquiries to (JP) Jaksa Panic at jp@bigtruckrental.com or (519) 500-5340