



RISK, FLEET, AND FACILITIES MANAGER

Position Summary

The Risk, Fleet, and Facilities Manager provides multi-site operational leadership across all dealership locations. Reporting to the Vice President of Finance & Administration, this hands-on role oversees shop safety, DOT compliance, environmental standards, and facility upkeep.

Key Responsibilities

Safety & Compliance

- **Conduct regular audits:** Inspect yards, shops, and office spaces
- **Ensure regulatory compliance:** Maintain OSHA, EPA, and HazMat standards
- **Manage safety incident response:** Lead root-cause analysis and corrective actions
- **Direct third-party consultants:** Keep safety manuals and filings current

Facility Operations

- **Oversee property maintenance:** Proactively spot and resolve repair needs
- **Enforce brand standards:** Ensure clean, professional facility appearances
- **Manage vendor relationships:** Source and negotiate regional service contractors
- **Coordinate major infrastructure:** Plan large building repairs with leadership
- **Certify life safety systems:** Oversee fire, sprinkler, and pressure vessel tests

Fleet & Risk Management

- **Manage DOT driver files:** Track MVRs, medical cards, and drug testing
- **Coordinate fleet compliance:** Handle annual commercial truck and DOT inspections
- **Deliver executive reporting:** Provide leadership with budget and risk updates
- **Partner with insurance:** Host loss-control audits and manage claims exposure

Qualifications

- **Experience:** 5+ years managing multi-site industrial or dealership operations
- **Regulations:** Strong knowledge of OSHA, DOT/FMCSA, and HazMat rules
- **Vendor management:** Experience negotiating contractor agreements and maintenance budgets
- **Communication:** Proven ability to coach team leaders and present to executives
- **Travel:** Ability to track 25-30% across MS, TN, AR, and LA

Preferred Requirements

- **OSHA 30-Hour Certification**
- **Associate Safety Professional (ASP) designation**

Pay: \$72,000 - \$85,000 per year

Benefits:

- 401(k)
 - 401(k) matching
 - Dental insurance
 - Health insurance
 - Life insurance
 - Vision insurance
 - Wellness program
- Work location: In person

Risk, Fleet, and Date
Facilities Manager

Manager Date

