

# LIVE MEDIA GROUP



## Job Description

**Job Title:** Fleet Director  
**Status:** Full-Time  
**Department:** Operations  
**Division:** LIVE MEDIA  
**Location:** Columbus, Ohio

### Purpose:

Live Media Group Holdings, LLC is a nation-wide leader for the production, encoding/transmission, creative and broadcast of live events of any scale. Our commitment to the highest quality experience possible for our clients and their viewers has made us the industry leader for live event production and broadcast. The purpose of this position is to manage all associated activity of fleet operations and maintenance for mobile units and driving staff/freelance.

### Position Responsibilities:

- Manage the Fleet Department, Mobile Unit Drivers and Independent Contract Drivers, working with SVP Internal Operation and Human Resources to coordinate all recruitment, orientation, performance review and related employment activities ensuring all operator documents required are current and on file such as licenses, driver's logs, trip reports and drug testing results.
- Establish a leadership role in the corporation as an expert in fleet related issues and offer expertise to all departments as necessary.
- Establish policies and standards for Mobile Unit Drivers and continue to "raise the bar" for the overall performance of the Fleet Staff.
- Works with Operations on scheduling and assignment of mobile unit drivers for mobile units.
- Using the resources of internal staff and outside vendors, the Fleet Director is responsible for maintenance of assigned mobile units (tractors and trailers) such as engine repairs, body work and inspections.
- Analyze fleet operational and maintenance data to coordinate schedules for mobile unit maintenance work to ensure timely completion of maintenance of units.
- Maintain all relevant information regarding mobile units including size, measurements, settings, repairs/upgrades completed, etc. and furnish comprehensive reports to management and other appropriate entities.
- Work with all vendors pertaining to maintenance negotiating costs of repairs, deadlines, costs for new trailers, contracts and renewals and other related activity.
- Coordinate all leasing activity ensuring that vendors adhere to federal regulations and LIVE MEDIA requirements.
- Secure permits and necessary carnet for border crossings.
- Purchase all equipment and other components for mobile units working within budgetary guidelines and receive required approvals prior to orders being place and committed.
- Comply with safety requirements and operate in accordance with OSHA and other mandated regulations ensuring that all units are equipped with current permits, registrations, safety kits, etc. and they're updated as required.
- Ensure that all vehicle, driver and related regulations are met as regulate through the Federal Motor Carriers Safety Administration (FMCSA).

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515 Brick Church Park Drive, Nashville, TN 37207

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- Work on corporate safety measures especially those pertaining to mobile unit operation and develop training programs for drivers along with driving operation manuals and related protocols.
- Communicate relevant changes in LIVE MEDIA policies or state and federal laws to appropriate parties.
- Review all fleet activity including trip and technical reports and recommend changes if necessary to ensure transportation of mobile units and personnel at minimum cost consistent with sound operating practices.
- Provide support on special projects while working with leadership and related staff.
- Listen and communicate effectively with a diverse group of people to complete work according to desired schedule.
- Be available or “on- call” 24 hours in case of fleet related emergencies. May drive units as needed if necessary due to PTO schedules or busy seasons.
- Other duties as assigned.

## **Qualifications:**

- Must have Bachelor of Science degree in Logistics Management, Engineering, or related field. Any combination of training, education and experience in fleet coordination will be considered.
- At least 5-10 years’ experience coordinating/managing fleet operations in a similar environment required.
- Extensive knowledge of budgets, ordinances, practices, procedures, and terminology needed.
- Knowledge of Federal Motor Carriers Safety Administration (FMCSA), Department of Transportation (DOT) requirements as well as other federal, state and applicable requirements.
- Must have Commercial Driver’s license. Must be willing & able to travel as necessary.
- Organizational skills and communication skills essential.
- Excellent communication skills, attention to details and the ability to multi-task in high pressure situations.
- Must be willing and able to lift/push/pull up to 50 lbs., and willing to seek assistance for anything over 50 lbs. (should not seek to do over 50 lbs. without assistance).

*Live Media Group Holdings LLC is an Equal Opportunity Employer and offers employment opportunities to all qualified persons regardless of race, color, religion, sex, age, national origin, sexual orientation, physical or mental disability or any other status protected under applicable law.*

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