



**DESTINATION
MANAGEMENT
COMPANY**

JOB DESCRIPTION

POSITION: Team Leader- Fleet & Equipment
DEPARTMENT: Operations
REPORTING TO: Fleet & Equipment Manager

Are you interested in working for a dynamic, fast growing Global Travel Company who currently operates over 30 different tour adventure itineraries in Southern Africa?

Do you have experience handling, preparing and maintaining bulk fleet and equipment as well as organising and leading a small team?

If you have answered yes to the above we would like to hear from you!

POSITION OVERVIEW:

Reporting to the Fleet & Equipment Manager, the Fleet & Equipment Team Leader is based at our Tres Jolie, Roodepoort depot in Johannesburg. The F&E Team Leader will oversee, assist and consolidate the on-the-ground organisation of PEAK's trips for fleet and equipment, manage and lead the team of maintenance assistants as well as execute administrative duties related to the Operations department.

KEY QUALIFICATIONS AND EXPERIENCE

C1 drivers licence, plus PDP (non-negotiable)

Excellent organisation skills

Storage, quality control and stock management of touring equipment and vehicles

Driving experience in large commercial passenger vehicles

Excellent verbal communication skills and writing ability

Good computer skills

Ability to lead a small team- to work, delegate and manage a positive team environment

Full understanding of Administration Controls

Able to perform under pressure and work alongside a team to meet deadlines

Valid work permit for NON SA Citizens

OTHER SKILLS AND ATTRIBUTES

Strong time management skills

Ability to handle a multitude of tasks that may be on the go at the one time

An understanding of and commitment to customer satisfaction

Ability to cope with a changing, fast past environment

Willing to go the extra mile

Excellent driving record

A sense of humour and a smile!

OTHER REQUIREMENTS

Willing to work flexi hours/ shift work as well as certain weekends/ public holidays

From time to time assist with adhoc maintenance tasks within office

Willing to stay onsite from time to time as required

POSITION ACCOUNTABILITIES:

As directed by the Fleet & Equipment Manager and/or the Operations Manager, the Team Leader will carry out any of the following activities:

Accountabilities	Activities
Equipment Preparation, Maintenance and Management	Well-organized equipment preparation and maintenance – check in and check out equipment, quality control, safely store equipment, make and/or facilitate any repairs to gear and ensure efficient turnaround time for equipment to be clean and ready to pack for next tour (eg. Camping material, cooking utensils etc),
Fleet Preparation and Maintenance	Cleaning and maintaining fleet to an approved standard - (Bus, Quantum, Car, etc)
Driver Competence	Safe and reliable operation of vehicles when transporting for repairs, licensing and any other transfer needs.
Team Leadership	Problem solving, efficiently organizing and delegating multiple tasks, ability to lead and set good example by being “hands on” with coordination and execution of day to day maintenance and preparation duties, effectively manage maintenance assistants day to day work allocation, excellent time management especially within tight deadlines , work and cope well under pressure
Administration control	Use resourceful methods to quality control equipment and fleet, good computer skills, resource reliable suppliers for equipment and fleet servicing and maintenance
Apply any additional skills	Preferably multi-skilled: auto electrical and/or mechanical and/or canvas tailoring
Additional	As required by Manager