



UConnectCare is a progressive nonprofit organization located in WNY offering help to those impacted by substance use disorder through prevention, treatment, residential, detox, and recovery services for almost 50 years. UConnectCare has earned a local and regional reputation for excellence and was recognized as a “Best Company to Work for in New York,” 2018-2025.

## **JOB VACANCY**

### **FLEET OPERATIONS MANAGER**

#### **RESPONSIBILITIES**

Seeking a skilled and experienced Fleet Maintenance Manager to oversee the maintenance, repair, and operational efficiency of UConnectCare’s vehicle fleet. The ideal candidate will have a strong background in fleet management, automotive systems, and regulatory compliance, with the ability to lead a team, manage budgets, and ensure all vehicles operate safely and reliably.

- Develop, implement, and monitor preventative maintenance schedules for all fleet vehicles, ensuring compliance with safety and environmental regulations.
- Oversee periodic inspections, servicing, and repair activities, including mechanical, electrical, cleanliness, and safety-related work (spill kits, etc.).
- Manage and maintain the fleet budget for parts, labor, and external services, including inventory control and vendor negotiations.
- Coordinate with vendors, contractors, and suppliers to ensure timely and quality service and repairs.
- Utilize fleet management software to track maintenance activities, monitor vehicle performance, oversee driver safety, and generate reports.
- Train and oversee a team of drivers regarding ensuring adherence to safety protocols and best practices.
- Address vehicle breakdowns and emergencies, prioritizing repairs to minimize downtime.
- Maintain accurate service history, repair logs, and inspection records for each vehicle.
- Collaborate with drivers and operational staff to resolve vehicle-related issues and improve fleet utilization.
- Analyze fleet performance data, including fuel consumption, to identify cost-saving and efficiency opportunities.
- Manage the entire vehicle lifecycle, from acquisition and outfitting to disposal and recycling.
- Work with Driver Coordinator in oversight of drivers and coordination of driver schedules to meet program needs.

#### **QUALIFICATIONS**

**Education:** High school diploma or equivalent; associate’s degree in automotive technology, engineering, or related field preferred.

**Experience:** Minimum 5 years in fleet maintenance, automotive repair, or related field; proven experience managing a maintenance team and budget.

**Skills:** Strong leadership, organizational, and problem-solving abilities; excellent communication and interpersonal skills; familiarity with fleet management software and regulatory compliance (e.g., DOT, OSHA).

**Other:** Ability to work under pressure, manage multiple priorities, and adapt to changing vehicle technologies.

#### **REPORTING RELATIONSHIP**

The position is under the supervision of Director of Facilities

**Status:** Part time 21 hours/week. Hourly nonexempt.

**Pay Range:** \$20-\$22 per hour

**Location:** 430 East Main Street, Batavia

**Valid NYS driver’s license and method of transportation required. Must be addiction free, including nicotine. Pre-employment background check/post offer drug screening required. CARF and NHSC accredited. EOE**

#### **FOR MORE INFORMATION OR TO APPLY:**

Apply online with a cover letter and resume to:

UConnectCare, Attn: Human Resources

430 East Main Street

Batavia, NY 14020

Phone: 585-815-1801

Email: [kcorcoran@uconnectcare.org](mailto:kcorcoran@uconnectcare.org)

**POSTED: 02/17/2026**

**DEADLINE: 02/19/2026**

*UConnectCare does not discriminate on the basis of race, creed, color, national origin, sexual orientation, age, disability, or marital status as decreed by Law, and is in compliance with Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973.*