



Trident Technologies and
Consulting – Global, LLC

Enhanced Organizational Vehicle Maintenance Manager **“Contingent Upon Award”**

Job Title: Enhanced Organizational Vehicle Maintenance Manager
Work Location: San Antonio, TX
Position Classification: Full Time
Background Investigation: National Agency Check with Local Agency and Credit Checks (NACLC), Ability to obtain a SECRET DOD Security Clearance

www.t2cglobal.com

Overview

Trident Technologies and Consulting - Global, LLC (T2C-Global) is a Woman Owned Small Business (WOSB) and Certified Woman Owned Florida Business Enterprise specializing in providing innovative global defense services and solutions.

Responsibilities

The Enhanced Organizational Vehicle Maintenance Manager generates reports, logistics documents, technical reference updates, and maintenance documents, as well as system maintenance and troubleshooting. will be responsible for performing the following duties:

- Tracks the status of all government vehicles at NTTC Lackland for overall condition, mileage, availability of vehicle, usage history, previously completed maintenance, and next planned maintenance.
- Tracks and ensures vehicle maintenance is conducted on a regular basis for normal wear and tear.
- Schedules vehicle preventive and corrective maintenance to include, but not limited to:
 - Cleaning exterior and interior
 - Checking and adding fluids
 - Replacing fluids (oil, transmission, engine coolant, etc.) as required
 - Replacing filters (air, oil, etc.)
 - Inspecting or adjusting tire alignment
 - Checking and adjusting tire air pressure
 - Replacing tires
 - Replacing or adjusting lights (headlights, taillights, etc.) as required
 - Replacing windshield wipers
 - Replacing serpentine belts
 - Charging or replacing batteries
 - Inspecting or replacing brakes
- Ensures pre-checks and post-check of the vehicles are conducted upon every use of the vehicle.
- Maintains vehicle gas card for all government vehicles at NTTC Lackland.
- Ensures all drivers of government vehicles are qualified and licensed.



- Generates usage and maintenance reports to assist the NTTC DOT and CO in maintaining awareness of the status of all government vehicles at NTTC Lackland. Reports will include, but not be limited to:
 - Equipment assessment metrics reports
 - Program hours reports
 - Repair parts reports
 - Fielding reports
 - Fuel usage reports.

Qualifications

Required:

- **Must possess a favorable adjudication of a National Agency Check with Local Agency and Credit Checks (NACLC) Background Investigation, Ability to obtain a Favorable Tier 3 Background Investigation (SECRET DOD Security Clearance).**
- At least five years of direct experience in DoD and DON policy on government vehicle maintenance and usage.
- At least two years of direct experience in automotive preventative and corrective maintenance management.
- At least one year of experience in evaluating effectiveness of existing programs, revising ongoing programs, and assisting in the development and implementation of new training.
- At least one year of experience creating oral reports and presentations.
- At least one year of experience in computer operations, to include operating systems, software applications and general office automation.
- Possess a valid state driver's license
- Possess an excellent command of the English language, both verbal and written

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to reach with hands and arms. The employee is frequently required to sit, stand and walk. The employee must be capable of performing all training evolutions to include all tactical and dynamic maneuvers per the testing plan; including the ability to effectively complete weapons qualifications in the standing, kneeling and prone positions; ascend or descend ladders and go through narrow passageways; be free of any abnormal fear of heights and be able to acclimate to extreme local environmental conditions (e.g., high heat, humidity). These conditions and standards must be met at time of employment, and that these fitness standards are to be sustained throughout the life of the contract. The employee may be required to move ten pounds and could occasionally lift or move up to thirty-five pounds.

Disclaimer: The listed duties are not intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of primary



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duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional position specific duties.

Special Conditions

- If offered employment, you will be required to submit to a background investigation.
- Employees performing sensitive requirements must be able to pass a drug test as a condition of employment and submit to random drug testing throughout the contract performance period as per FAR 252.223-7004, Drug Free Workforce. If your position requires drug testing to successfully meet contractual obligations, this will be a condition of employment

Equal Opportunity Employment Statement

T2C-Global is a Veteran friendly employer and provides equal employment opportunity (EEO) to all employees and applicants without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability status, genetic information, marital status, ancestry, protected veteran status, or any other characteristic protected by applicable federal, state, and local laws. Equal Opportunity for VEVRAA Protected Veterans. T2C-Global will not discriminate against employees and job applicants who inquire about, discuss or disclose compensation information.

T2C-Global POINT OF CONTACT

If interested in applying for the above listed position, please contact us at; recruit@t2cglobal.com