



# PETER JACOBSEN SPORTS, LLC.

## FLEET OPERATIONS SPECIALIST JOB DESCRIPTION

### POSITION

Title: Fleet Operations Specialist

FLSA Status: Non-Exempt

### DESCRIPTION

Provide support services in the planning and execution of the Lexus fleet management program at various professional golf tournaments.

### RESPONSIBILITIES

Assist the fleet management team with the vehicle logistics for USGA Championships and PGA TOUR events. The duties will include, but not be limited to:

- Installing ID numbers on vehicles
- Tagging keys with corresponding ID numbers
- Plating vehicles
- Organizing, storing and replacing vehicle components
- Programming navigation/audio settings
- Supervising third party vendors
- Assisting with logistics
- Performing other related duties as required or assigned

### SKILLS

- General knowledge of the company's goals, objectives, policies and procedures.
- Ability to remain organized while multi-tasking.
- Ability to think quickly and to use judgment and creativity in solving problems.

The fleet management portion requires frequent standing, sitting, walking and moderate to light lifting and a significant amount of travel. There are strict timelines for work completion before and after each project (prepping and disposal).

### QUALIFICATIONS

High School Diploma or Equivalent

### ENVIRONMENT

Work will be performed outdoors. A considerable amount of travel will be required for this position.