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- Develop and execute operational training strategy and standards

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- Coordinate Chauffeur and vehicle interface ensuring all responsibilities are met

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- Establish and oversee vehicle operational and maintenance procedures
  - Oversee related vendor selection and management
  - Work in partnership with all other managers and leadership
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## JOB POSTING

**Date:** July 13, 2026  
**POSITION:** Chauffeur Services & Fleet Manager  
**DEPARTMENT:** Operations  
**REPORTS TO:** COO  
**LOCATION:** Boston Waltham

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Commonwealth Worldwide (CWW) is currently seeking a Chauffeur Services & Fleet Manager.

Employees interested in applying should send a resume to [HR@commonwealthlimo.com](mailto:HR@commonwealthlimo.com) **on or before July 31, 2026**. Internal candidates will be considered simultaneously with external candidates. Questions may be directed to Tami Rutter at [tsaccoccio@commonwealthlimo.com](mailto:tsaccoccio@commonwealthlimo.com).

The Fleet & Chauffeur Services Manager is responsible for ensuring on-time, efficient and high level service delivery standards to Commonwealth clients. This manager is responsible for continual hiring and training of new chauffeurs, as well as regular retraining of existing chauffeur and fleet staff.

### **Anticipated Salary Range:**

Approximately \$2885.00 per bi-weekly pay period subject to experience.

### **Primary Responsibilities:**

- Candidate recruitment, interviewing and selection
- Establish staff performance standards and metrics and manage staff performance
- Establish and oversee accident response procedures and reporting
- Coordinate property management, safety, security and maintenance needs (e.g. garage)
- Ensure customer, personnel and company confidentiality
- Additional duties specific to Fleet and Chauffeur Services oversight and administration including ensuring compliance with all regulatory agencies

### **Desired Skills & Experience:**

- A minimum of 3 years of management experience
- High School Diploma or equivalent with additional training and experience in related field.
- Strong supervisory abilities with good communication and human relation skills
- Strong organizational skills