



Heart of Alabama Food Bank Position Description

Position: Transportation Manager

Reports To: Director of Operations

Pay Range: \$48,000 - \$60,000

Status: Exempt - Salary

Description:

The Transportation Manager oversees all aspects of the transportation department, including compliance with DOT, OSHA, AIB regulations, and company policies. This position directly supervises drivers and is responsible for ensuring transportation functions are completed in a timely manner, with a high degree of accuracy, and with excellent customer service. They have the responsibility of planning operations across the team of drivers, gathering and processing information to stay on top of current deliveries, store pickups, and equipment issues. All activities will support the organization's mission, culture, and strategic plan objectives.

Duties and Responsibilities:

Masters the routing software system and maximizes its uses to create the most efficient and effective pickup/delivery system possible

Oversees daily delivery/pick up of product

Responsible for keeping the chain of command informed regarding all relevant happenings as it relates to issues surrounding HAFB transportation capabilities

Establishes a plan for managing and maintaining vehicle fleet to include schedule of inspections and routine care - including vehicle inventory, mileage, past and future service dates, needed repairs

Ensures the operational readiness of HAFB's entire fleet and actively addresses deficiencies in vehicles and equipment that fall outside of that status

Identifies, documents, reviews, and updates all standing operating procedures regarding transportation procedures

Ensures drivers are maintaining their vehicles to an operational readiness standard

Monitors driver qualifications and conducts training to ensure adherence to all applicable laws, regulations, and requirements - driver license renewals, DOT physical requirements, and regular drug screenings of drivers

Understands and maintains competent working knowledge of all processes and systems, including but not limited to planning tools, computer systems, and proper operation of all

transportation equipment, as well as all other activities performed while managing food bank products

Performs other duties as assigned

Qualifications

Bachelor's Degree preferred; high school diploma and 3+ years of experience in logistics, transportation, or a similar role can substitute

Must have at least 3 years' experience as a supervisor

Class A CDL License preferred

Must possess communication skills that help establish and maintain effective working relationships with other employees, agencies, and volunteers

Must be an adept problem-solver while still working within a team structure

Must be able to work on their own without close supervision, be flexible, be able to work past scheduled time on short notice

Must be able to respond appropriately to circumstances on the ground in a rapidly changing environment

Experience with transportation routing software is a plus

Physical Demands/Environmental Factors

The demands described here are representative of those that must be met by an employee to successfully perform the functions of this job. Reasonable accommodation may be made to enable individuals to perform the tasks outlined in this job description.

Individual will be subjected to frequent standing, walking, stooping, kneeling, and crouching.

Must regularly lift and/or move up to 20 pounds, frequently lift and/or move 50 pounds, and occasionally lift and/or move more than 50 pounds with assistance or equipment.

Occasional exposure to freezer and cooler environment

Extended periods of sitting at desk on phone and computer

Indoor office/warehouse environment with moderate noise at food bank location

Some evenings and weekends required

My signature indicates that I understand my duties and responsibilities and intend to adhere to all of the requirements of this position fully. If at any point I fail to understand what is required, I will seek to gain clarity from my chain of command.

Print Name: _____ Date: _____

Signature: _____