



UTAH FOOD BANK

JOB DESCRIPTION

POSITION TITLE: Transportation Manager
SUPERVISED BY: Chief Operations Officer
RESPONSIBLE FOR: Management of Utah Food Bank fleet and transportation staff, ensuring smooth flow of all transportation schedules and needs

DUTIES:

- Manage and direct staff in daily operations of UFB transportation department
- Ensure UFB fleet and drivers are compliant with all DOT and state regulations and requirements
- Work with C.O.O. to provide input and implement transportation goals, initiatives and outcome measures
- Responsible to meet strategic plan goals for Transportation under direction of C.O.O.
- Responsible for timely reports on transportation functions
- Responsible to work with C.O.O. on annual performance evaluations for transportation staff
- Responsible to ensure routes are scheduled to accommodate pick-ups, deliveries and services
- Manage transportation issues for the major food drives and events
- Responsible for training in safety and customer service skills for transportation staff
- Work with C.O.O. to develop annual budget for Transportation
- Ensure transportation department functions within annual budget
- Coordinate and meet with other UFB management to ensure smooth workflow and team building
- Oversee coding, approval and submission of Transportation invoices to accounting
- Assist to develop and implement incentive and morale-building programs
- Complete project evaluations for major events
- Responsible for ensuring UFB vehicle maintenance and repair needs are met
- Responsible work with C.O.O. and HR for department staff development
- Responsible for timely reporting of accidents, for ensuring all accident procedures are followed and for appropriate documentation and discipline for safety violations
- Develop vendor relationships to ensure fleet needs are met in timely and cost-effective manner
- Assist to research major fleet purchases and ensure all procedures and requirements are carried out
- Fill in for drivers in emergencies
- Other duties as assigned

QUALIFICATIONS:

- Bachelor's degree in business field OR equivalent directly related experience
- Knowledge of fleet operations, DOT regulations and requirements, transportation management
- Successful track record in staff and department management
- Experience in budget development and management
- Minimum 2 years experience over-the-road driving of tractor-trailer
- Current valid Class A CDL
- Strong written and oral communication skills
- Ability to plan, manage, delegate and follow-through on multiple projects
- Computer experience with Word, Excel and database programs
- Excellent interpersonal, problem solving, communication and supervisory skills
- High standards of professional ethics and conduct

PHYSICAL REQUIREMENTS:

About 60% of time, work is sedentary and may be performed comfortably seated. About 40% of time, work requires some physical exertion such as long periods of standing and walking; driving large vehicles for prolonged periods; recurring bending, stooping, reaching, or similar activities. The work may require lifting up to 50 lbs. for tasks such as unloading trucks and receiving donations at the dock and during peak seasons, UFB staff may be asked to assist with receiving donations, picking up donations or other customer service work outside the normal scope of duties.