



TRANSPORTATION MANAGER

Division/Department: Transportation
Shifts: AM/PM
Job title: Transportation Manager
Reports to CEO

Purpose/ Scope of Position

Responsible for providing excellent customer service, both internal and external while managing and supporting safe and responsible drivers. The Transportation Manager will also manage and contain costs through an effective tractor and trailer preventative maintenance program while ensuring DOT laws and regulations are adhered to. The Transportation Manager is an active member of the High Desert Milk management team.

Responsibilities/Duties (inclusive of but not limited to):

- Focus on Safety through monthly safety bulletins and drivers' meetings.
- Ensure that all loads are picked up in timely manner through efficient routing system.
- Investigate and resolve all complaints, questions and problems with fairness and professionalism.
- Create a culture of accountability and positive work environment.
- Effective training through modeling, coaching, correction, and praise.
- Enforce rules and apply policies fairly and consistently. Set a standard and maintain it.
- Ensure that drivers have all the necessary tools to perform their job safely and efficiently.
- Ensure that all Hours of Service regulations, DOT/State regulations, and company safety policies are adhered to.
- Ensure that all equipment is current on preventative maintenance.
- An understanding of laws and requirements related to the distribution of food products.
- Make cost conscious decisions.
- Ability to work flexible hours (weekends, nights and on-call) based upon needs of facilities serviced.
- Keep complete and quality records of activities as required (scaling in – out, safety inspection, manifests, and barn cards).
- All other duties assigned.

Physical Demands

While performing the essential functions of this job the employee is required to:



- Continuously (76%-100%) Sits, uses hands fingers, handle or feel.
- Frequently (51%-75%) Talks, stands, walks, bends, goes up and down stairs.
- Occasionally (25%-50%) lifts 26 to 100lbs.
- Rarely (1%-10%) balances, stoops, kneels or crawls.

Work Environment

This job takes place in a plant environment and in the outdoor elements year-round. While performing the essential functions of this job exposure to the following elements occurs:

- Frequently (51% to 75%) dry flat plant floors
- Occasionally (10% to 25%) work in high place on lifts or ladders, work with chemicals.
- Rarely (1% to 10%) work in extreme heat.

Job Hazard Assessment

The following are hazards that the employee may meet while performing his/her job duties:

- The employee may work in a wet, dry, hot cool, cold, humid bright areas and/or conditions.
- The employee will be working on lifts and ladders at heights with protection.
- While performing light maintenance the employee may be exposed to sharp objects, hot objects, fumes from paint and supplies.

Education/Training

- Bachelor's Degree in supply chain, business management or other related fields preferred.
- High School Diploma or Equivalent required
- Must have or willing to obtain current bulk haulers license.
- Must have current CDL and Medical Card.
- 3+ years of experience managing transportation logistics preferred
- 3+ years of experience in fleet management, routing and DOT safety compliance.

Skills

- Excellent leadership skills: Communicate clear objectives, provide feedback, and suggest improvement for individual performance.
- Exceptional organizational, management, planning, and executing and problem-solving skills.
- The ability to make effective decisions under pressure.
- Experience in formulating policy and developing and implementing new strategies and procedures.
- Manage conflicting priorities within tight deadlines.



- Needs to have integrity and should be honest in dealings without misusing power.
- Ability to research information and analyze data to arrive at valid conclusions, recommendations and plans of action.
- Ability to meet or exceed the company's attendance and punctuality standards.
- Ability to multi-task.
- Skills in maintaining working relationships with vendors, suppliers, customers, and peers
- Ability to motivate teams and simultaneously manage several projects.
- Work requires willingness to work a flexible schedule and travel.
- Reliable, responsible, and dependable, and fulfilling obligations.
- Careful about detail and thorough in completing work tasks.
- Creativity and alternative thinking to develop new ideas for and answers to work-related problems.
- Ability to work under pressure.
- Should be able to create a strong team of leaders.
- Ability to work autonomously and maintain responsibility for assigned tasks and duties.
- Must demonstrate understanding of rules and regulations of the Idaho State Department of Agriculture with regard to Milk hauling.
- Demonstrate an understanding of all D.O.T. rules and regulation.
- Must be able to perform routine machine adjustments.
- Pleasant with others on the job and displaying a good-natured, cooperative attitude.
- Careful about detail and thorough in completing work tasks.
- Basic computer skills.

Salary

- DOE

Benefits

- Excellent benefit package available: 401k, medical, dental, vision, disability, life insurance, vacation, PTO, and holiday pay, subject to applicable eligibility and waiting periods.