

Job Title: Transportation Manager
Department: Operations
Reports To: Senior Operations Manager
Classification: Regular, Full-time, Exempt
Location: Concord

Summary

The Transportation Manager is a key member of the Operations team and is responsible for leading, developing, and managing Food Bank logistics personnel and systems to meet objectives while ensuring compliance with safety, security, regulatory and company policies.

Essential Duties and Responsibilities

- Ensure accurate and efficient scheduling of trucks for daily donor and agency routes and food drive pick-ups.
- Manage all aspects of FBCCS vehicle fleet maintenance to ensure safe operation and protection of assets including budget, securing bids, vendor/staff management, and insurance coordination and documentation when necessary.
- Utilize fleet management software to provide recommendations to senior leadership for improving current procedures, increased delivery efficiency and cost savings.
- Coordinate transportation safety training and ensure workplace practices are compliant with federal and state programs and regulations such as BIT (Biannual Inspection Terminals), CARB (California Air Resource Board), DOT (Department of Transportation), and CalOSHA.
- Develop and maintain strong transportation metrics to ensure ongoing continuous improvement.
- Carry out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, training and developing employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
- Develop, implement, and regularly audit Driver Training Program, including training and assessing new drivers and ensuring all transportation staff follow Standard Operating Procedures (SOP).
- Oversee recordkeeping for daily inspection forms, vehicle registration, general vehicle service records, driver logs, time sheets, and other records required by regulatory entities.
- Conduct on-site safety evaluation of network agency properties in order to authorize sites for delivery.
- Serve on Safety Committee and ensure implementation of FBCCS' Injury and Illness Prevention Program (IIPP) across transportation team.
- Act as a back-up driver, as needed.
- All other duties as assigned.

Qualifications

- High school diploma or general education degree (GED) and three to five years' experience managing transportation logistics of food preferred. Food Banking experience is a plus. An equivalent combination of education and experience may be considered.
- Possess a valid driver's license (CDL Class A or Class B preferred).

- Ability to pass a drug screen, criminal background screen, and be covered under the Food Bank's auto insurance policy required.
- Ability to frequently lift and/or move up to 75 pounds.
- Forklift and pallet jack experience a plus.
- Demonstrated experience leading and developing high performing teams.
- Proficiency with Microsoft Office Suite, order processing systems, and familiarity navigating databases required.
- Self-starter who is able to work under pressure with minimal supervision to meet established goals and objectives.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Knowledge of project management principles including development and coordination of plans, communication, collaboration, and time management.
- Ability to identify and resolve problems in a timely manner and develop alternative solutions.
- Ability to speak effectively and professionally before groups of clients, employees, and the general public demonstrating cultural sensitivity.

Additional Information

In instances of a federal, state or locally declared emergency, Food Bank is typically considered an essential service and emergency responder; all of its employees may be called in to perform regular or emergent duties.

Benefits

We value our employees' time and efforts. Our commitment to your success is enhanced by our competitive and extensive benefits package including health, dental, and vision, life insurance, flexible spending account, 403(b), and paid leave to eligible employees. Plus, we work to maintain the best possible environment for our employees, where people can learn and grow with the company. We strive to provide an inclusive, collaborative, and creative environment where each person feels encouraged to contribute to our processes, decisions, planning and culture.

To Apply

Please send your resume and any supporting documents to hr@foodbankccs.org with the subject line: **"Transportation Manager."** Email submission is preferred.

Or by mail to:

**Food Bank of Contra Costa and Solano
Attn: Human Resources
4010 Nelson Avenue
Concord, CA 94520**

For more information about us, please visit: <http://www.foodbankccs.org>

**The Food Bank of Contra Costa and Solano is an Equal Opportunity Employer
Underrepresented groups are encouraged to apply.**