



Position:	Transportation Supervisor – Safety & Compliance	Department:	Transportation
Classification:	Salary – Exempt	Reports To:	Transportation Manager
Date Created:	March 25, 2011	Last Revised:	December 13, 2023

Job Overview:

The Transportation Supervisor – Safety & Compliance, under the direction of the Transportation Manager, is responsible for the safe and efficient operation of the company’s Transportation Department in the main facility and at all domicile locations. The Transportation Supervisor – Safety & Compliance maintains a strong focus on safety compliance, including adherence to laws and policies, overseeing core safety training, and conducting observations via riding with drivers to directly observe performance.

Essential Functions:

1. Assists with the development of departmental strategies, policies and standards that are aligned to the Company’s strategic plan.
2. Coordinates and directs departmental activities consistent with established goals, objectives, and policies for employees at the main location and all domicile locations.
3. Oversees the work of the departmental trainers to ensure that training objectives are met and that all employees have the necessary skills to perform their job functions safely and successfully.
4. Responsible for planning and conducting safety meetings.
5. In partnership with the Driver Trainers, defines required weekly safety training.
6. Coordinates safety training and other related events with equipment leasing companies focused on improving pre and post trips.
7. Ensures regular driver safety rides are being completed and conducts driver safety rides in support of the Driver Trainers.
8. Coordinates audits focused on post trip inspections, cab audits, and safety reviews.
9. Identifies and immediately corrects unsafe conditions or actions by employees.
10. Responsible for ensuring required in-cab camera video training and reviews are completed.
11. In partnership with the Driver Trainers, consistently reviews in-cab camera violations and provides appropriate coaching to improve driving compliance.
12. Conducts counseling and corrective action regarding driver infractions of rules, policies, and procedures.
13. At direction of the Transportation Director or Transportation Manager, provides remedial training to drivers, including in areas where performance deficiencies have been identified.

14. In partnership with the Transportation Manager and the Driver Trainers, evaluates the performance of all direct-reports and creates a culture of retention while addressing problem performers through retraining or coaching.
15. Participates in various phases of the interviewing process concerning the recruitment of drivers and other Transportation Department staff, with the ability to make offers of employment to selected qualified applicants.
16. Participates in new hire orientation process, including reviewing policies and procedures that are included in Driver Handbook.
17. Conducts root cause analysis on all truck accident investigations and personal injury investigations, reviews actions with the employee, defines required post-incident training, and provides key takeaways at safety meetings.
18. Proactively partners with Sales and makes customer visits for the purpose of improving employee safety at customer locations.
19. In partnership with the Transportation Supervisor – Support & Fleet Maintenance, manages the CSA score, including creating plans focused on managing leasing providers to ensure all repairs and service are performed to ensure no DOT violations or hits to CSA score.
20. Responsible for the oversight of electronic equipment, including but not limited to in-cab cameras, ELD equipment, and handheld scanners.
21. Partners with other Transportation leaders to ensure compliance with DOT/FMCSA regulations is achieved and maintained.

Additional Responsibilities:

1. Backs up the Transportation Manager
2. Capable of covering dispatch
3. Assists with the scheduling and general day-to-day operations of the Transportation Department.
4. Conducts training of drivers at Domiciles, focused on safety, compliance items.
5. Assists with writing and delivering company/department communication, annual reviews.
6. Coordination of Driver Rodeo Event
7. Gain understanding of onboard camera, ELD equipment to support trouble shooting, switching of equipment.
8. Performs the functions of the Transportation Manager and the Transportation Supervisor – Support & Fleet Maintenance when directed and/or necessary.
9. Receives, responds to, and resolves complaints received from customers, vendors, and other company departments.
10. Performs other related duties as assigned by the Director of Transportation or the Transportation Manager.

Knowledge, Skills, and Abilities:

1. Strong knowledge of Federal and State rules and regulations pertaining to the transportation of goods for commerce, especially DOT regulations as set-forth by the FMCSA, including hours of service, accident reporting, and hazardous material handling.
2. Working knowledge of principles, practices, and processes for providing customer and personal services.
3. Working knowledge of all company policies and procedures as they relate to driver responsibilities.

4. Working knowledge of administrative and clerical procedures and systems, such as managing files and records.
5. Strong working knowledge of tractor/trailer operations.
6. Working knowledge of computer systems (i.e. Omnitrac, Retalix, NetraDyne) to be able to provide driver status updates, conduct research and handle customer service requests.
7. Working knowledge of all warehouse equipment.
8. Strong English language aptitude, including the ability to communicate effectively orally and in writing (including the use of texting and email).
9. Persuasive writing abilities and the ability to negotiate contracts.
10. Proficient in the use of Microsoft Excel, Word, Outlook, and Internet Explorer.
11. Ability to manage difficult or emotional business partner situations and respond promptly to their needs.
12. Ability to use Microsoft Office products to develop and maintain spreadsheets, databases, and graphs.
13. Ability to learn, without assistance, third-party scheduling programs and other company-specific computer programs.
14. Strong ability to read and understand maps relative to the United States as a whole but with particular emphasis on the Northeast Region.
15. Ability to use logic to analyze complex problems and develop solutions.
16. Ability to prioritize workload and appropriately and effectively delegate in a fast-paced, deadline-oriented environment.
17. Ability to develop strategic business plans and contingencies and realign priorities quickly when dealing with unanticipated events.
18. Ability to establish and maintain effective and courteous business relationships.
19. Ability to lead a team in an ever-changing and evolving work environment.
20. Ability to develop and manage budgets.
21. Ability to supervise and evaluate the work of others.
22. Strong initiative, professionalism and tact.

Education/Experience (Preferred Minimum Qualifications):

1. Possession of an Associate's Degree from an accredited college or university in Business Administration, Management, Logistics or related field AND five (5) years of experience in fleet logistical activities, at least two (2) years of which must have been in a team leader or supervisory capacity.
OR
2. Possession of a Bachelor's Degree from an accredited college or university in Business Administration, Management, Logistics or related field AND three (3) years of experience in fleet logistical activities, at least two (2) years of which must have been in a team leader or supervisory capacity.
OR
3. At least three (3) years of experience in the company's Transportation Department, at least one (1) year of which must have been spent as a Driver Trainer.

Licenses/Certifications/Special Requirements:

1. Must take and pass a pre-employment drug test.
2. Subject to random and reasonable suspicion drug testing.

3. Possession of a Commercial Driver License (CDL) Class A (preferred), with three (3) years of experience driving tractor trailers.
4. Smith System Certified (or the ability to obtain certification).
5. Must wear approved steel-toe, slip resistant, work boots.
6. Must be willing to work additional hours as required or requested.
7. Available for questions and problem resolution outside of standard business hours.
8. Some overnight travel may be required to support domicile locations.

Physical Requirements:

Requirement	8 Hour Schedule	10 Hour Schedule	As % of Time
Limited	0 – 1 hour	0 – 1 hour	Less than 1%
Occasionally	1 – 2 hours	1 – 2.5 hours	Equals 1% to 25%
Frequently	3 – 4 hours	2.6 – 5 hours	Equals 26% to 50%
Repeatedly	5 – 6 hours	5.1 – 7.5 hours	Equals 51% to 75%
Continuously	7+ hours	7.6 + hours	Equals 76% to 100%

Activity	Duration
<i>Sustained Postures</i>	
Sit:	<i>Repeatedly</i>
Stand:	<i>Occasionally</i>
Walk:	<i>Occasionally</i>
<i>Intermittent Activity</i>	
Bend:	<i>Limited</i>
Kneel/Squat:	<i>Limited</i>
Climb Stairs:	<i>Limited</i>
Crawling:	<i>Limited</i>
Overhead Reach:	<i>Limited</i>
Typing/Keyboard	<i>Repeatedly</i>
Vehicle Operation:	<i>Occasionally</i>
PPE/Special Clothing:	<i>Continuously</i>

Activity	Duration
<i>Repetitive Use of Hands/Wrists</i>	
Grasp:	<i>Frequently</i>
Push/Pull:	<i>Limited</i>
Fine Manipulation:	<i>Repeatedly</i>
<i>Material Handling</i>	
	<i>lbs.</i>
Lift:	<i>0 -80 lbs. Limited</i>
Carry:	<i>0 -80 lbs. Limited</i>
Push:	<i>0 -80 lbs. Limited</i>
Pull:	<i>0 -80 lbs. Limited</i>
<i>Miscellaneous</i>	
Exposure to Heights:	<i>Limited</i>
Exposure to Packaged Chemicals:	<i>Limited</i>
Exposure to Weather/Temperature Contrasts:	<i>Occasionally</i>

*Safety Data Sheets (SDS's) available for all chemicals handled.