



<b>Position:</b>	<b>Director of Transportation</b>	<b>Department:</b>	<b>Transportation</b>
<b>Classification:</b>	<b>Exempt/Salary</b>	<b>Reports To:</b>	<b>V.P. of Operations</b>
<b>Date Created:</b>	<b>July 19, 2013</b>	<b>Last Revised:</b>	<b>September 20, 2018</b>

### **Job Overview:**

The Director of Transportation is responsible for planning, developing, implementing, and evaluating programs and practices that ensure the safety for all Transportation team members, the safe operation of all equipment, and maintain the standard of complete customer satisfaction of Ginsberg's Foods customers during the delivery process while being mindful of operating expenses and financial goals. The Director of Transportation ensures that transportation operations are performed in compliance with all applicable Federal and State laws, regulations, and company policies. Furthermore, the Director of Transportation maintains liaison with various vendors and handles communication with customers and other Ginsberg's Foods leaders concerning delivery issues.

### **Essential Functions:**

1. Directs the operations of the Transportation Department; including that of department Supervisors, Trainers, Drivers, Driver Helpers and all other support staff.
2. Oversees the optimal routing of trucks, scheduling drivers for routes, and ensuring fleet readiness via effective fleet maintenance programs.
3. Maintains and evaluates fleet data using TMW, PeopleNet and DriveCam systems and software to maximize efficiency and productivity of the fleet.
4. Establish goals to meet and maintain the delivery of perfect orders to customers; track driver errors on an ongoing basis and implement remedial actions as necessary.
5. Develops and maintains highly-effective internal and external relationships with the goal of providing exceptional customer service through the timely and accurate delivery of product.
6. Assists Human Resources with the recruitment, interviewing, hiring, training, and retention of staff.
7. Maintain KPI's on a daily basis and makes decisions based on trends measured against company goals and industry benchmarks.
8. Executes the company's safety program within the Transportation Department by creating a constant culture and awareness of safety and corrects unsafe employee behaviors as necessary.
9. Optimizes backhaul opportunities through oversight of the Logistics portion of our company.
10. Evaluates the performance of all direct-reports and creates a culture of retention while addressing problem performers when necessary.
11. Assists with the strategic planning of the Transportation Department.
12. Develops and monitors department budget; forecasts budget needs annually, being mindful of equipment depreciation, territory expansion and customer growth, and employee headcount.

13. Cultivates and maintains strategic vendor relationships; negotiates contracts with vendors and secures the lowest responsible cost by obtaining competitive bids from multiple vendors for items and services.
14. Strategically develops daily routes to maximize truck/trailer capacity to ensure the lowest expense possible while maintaining complete customer satisfaction.
15. Conducts regular audits of programs and practices to ensure compliance with Federal and State regulations, especially D.O.T. regulations as outlined in FMCSA.

#### **Additional Responsibilities:**

1. Participates in leadership and management training as required.
2. Mentors, motivates, and develops employees.
3. Develops performance and safety bonus programs for drivers.
4. Ensures the appropriate review and audit of vendor invoices.
5. Monitors fuel consumption and evaluates cost-reduction opportunities.
6. Coordinates the appropriate maintenance of fleet vehicles.
7. Ensures proper permits and other required documentation are in vehicles at all times.
8. Completes or oversees the completion of all administrative documentation.

#### **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.
2. Strong English language aptitude, including the ability to communicate effectively orally and in writing (including the use of texting and email).
3. Persuasive writing abilities and the ability to negotiate contracts.
4. Proficient in the use of Microsoft Excel, Word, Outlook, and Internet Explorer.
5. Ability to use Microsoft Office products to develop and maintain spreadsheets, databases, and graphs.
6. Ability to learn, without assistance, third-party scheduling programs and other company-specific computer programs.
7. Strong ability to read and understand maps relative to the United States as a whole but with particular emphasis on the Northeast Region.
8. Ability to use logic to analyze complex problems and develop solutions.
9. Ability to multi-task, prioritize workload, appropriately and effectively delegate in a fast-paced, deadline-oriented environment.
10. Ability to develop strategic business plans and contingencies, and realign priorities quickly when dealing with unanticipated events.
11. Ability to establish and maintain effective and courteous business relationships.
12. Ability to lead a large team in an ever-changing and evolving work environment.
13. Ability to develop and manage budgets.
14. Ability to supervise and evaluate the work of others.
15. Strong initiative.
16. Professionalism and tact.

#### **Education/Experience (Minimum Qualifications):**

1. Possession of an Associate's Degree from an accredited college or university in Business Administration, Management, Logistics or related field AND ten (10) years of experience in fleet logistical activities, at least five (5) years of which must have been in a management 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 five (5) years of experience in fleet logistical activities, at least two (2) years of which must have been in a management or supervisory capacity.

### 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)
4. Smith System Certified (preferred)
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 the standard business hours.

### Physical Requirements:

**NOTE:** The following definitions are based on an eight hour workday:

- **Limited** (0-1 hour)
- **Occasionally** (1-2 hours) equals 1% to 25%
- **Frequently** (3-4 hours) equals 26% to 50%
- **Repeatedly** (5-6 hours) equals 51% to 75%
- **Continuously** (7+ hours) equals 76% to 100%

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

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

\*SDS available for all chemicals handled.

\*\*Note: If the Transportation Manager is performing the functions of a Driver, they will be subject to the physical requirements as described in the Ginsberg's Foods Driver Job Description.