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**DATE:** March 18, 2021

**JOB TITLE:** Fleet Manager

**REPORTS TO:** Chief Operations Officer, COO

**DEPARTMENT:** Operations

**Location:** TBD

**Classification:** Full-time

**Description:** Oversee, orchestrate, and provide thought leadership to areas of logistics of transportation services for CFE including in-house and contracted resources and vehicles. This position will work very closely with drivers, vendors and contractors as well as analyze available data using analytics to develop policies and procedures aimed at continuous improvement of customer satisfaction, cost savings, and efficiencies in logistics and transportation services for CFE.

**Essential Duties & Responsibilities:** Include but not limited to the following:

- Demonstrate leadership and expertise in logistics, transportation, and maintenance
- Maintain working knowledge of DOT regulations and remain abreast of any changes or updates
- Ensure all shipments comply with interstate traffic laws and regulations manage contract hauler agreements
  - Oversees overweight and IFTA permitting ensuring accuracy, timely filing, and distribution
- Review and analyze budgets, expenditures, and operations
- Negotiates contracts and rates when selecting carriers and contract haulers
- Coordinate return loads (back loads) and redirecting resources to achieve maximum efficiency
- Uses automated systems monitor available data (e.g. GPS) to continuously improve customer satisfaction, cost savings, and efficiencies
- Works closely with drivers, contractors, operations, and management regarding asset purchases and sales, implementing new policies and procedures, mentoring and improving safety, and increasing the level of professionalism of CFE's logistics and transportation services
- Works closely with Human Resources and Operations to maintain consistent disciplinary practices; participates in driver disciplinary actions

#### **Safety and Compliance**

- Uphold all cooperative policies
- Attend all employee safety meetings, etc. held as required or scheduled in conjunction with Safety Director or location

#### **Other Duties**

##### **Perform other duties as assigned by management**

- Favorable feedback is received from all department managers when assigned to perform or assist with other duties and responsibilities in those departments
- Attitude consistently mirrors the company image and promotes fellow employee teamwork
- Present a professional image through words, actions and personal appearance

#### **Basic Qualifications:**

- Experience working in logistics, supply chain management, or transportation operations
- Ability to manage, coach, and provide training for geographically diverse direct reports

- Ability to communicate effectively through verbal and written communications, internally and externally, to all levels of management
- Highly self-motivated and self-managed, with excellent prioritization and organizational skills

**Physical Demands**

While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel, and talk or hear. The employee is frequently required to walk and reach with hands and arms. The employee is occasionally required to stand and sit. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

*Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.*

*Employee (Print & Sign): \_\_\_\_\_ Date: \_\_\_\_\_*