

## **Feeding the Gulf Coast Job Description**

**Job Title:** Transportation Coordinator

**Department:** Operations

**Reports To:** Operations Manager

**FLSA Status:** Non-Exempt

**Location:** Theodore, AL

**About the Organization:** As a member of Feeding America, and a United Way Member Agency, Feeding the Gulf Coast works through member organizations and special programs to provide nutritious food to meet the challenge of feeding people who are hungry as a result of systemic poverty, personal crisis, or disaster. Additionally, Feeding the Gulf Coast educates the public regarding domestic hunger, proper nutrition and other related issues. Feeding the Gulf Coast serves a 24-county area spanning south Alabama, south Mississippi, and the panhandle of Florida.

**Summary:** Responsible for creating transportation schedules, maintenance, licensing, permits, tags, tracking, usage, reports, and regulatory compliance for all Feeding the Gulf Coast transportation operations including driver regulatory compliance, and assisting in the inventory control process.

### **Duties and responsibilities include the following:**

- Track usage, repair, and maintenance of all Feeding the Gulf Coast owned vehicles and arrange for all maintenance and repairs.
- Administer updates to Feeding the Gulf Coast's route tracking system, software, communications, and navigation equipment for vehicles to increase efficiency.
- Responsible for coordinating transportation requirements and efficient daily transportation manifests.
- Responsible for coordinating and scheduling transportation for special events.
- Maintain CDL Driver regulatory files and work with Warehouse Managers to ensure Driver compliance with regulatory requirements.
- Administer Feeding the Gulf Coast's fuel card program with weekly tracking.
- Prepare all necessary reports related to fleet usage every week, monthly, and annually.
- Ensure appropriate fees, taxes, reports, and registration for all vehicles are completed in a timely manner.

- Assist with researching the acquisition of vehicles and equipment including purchase and rental.
- Assist with product and inventory intake process and inventory audits.
- Perform other duties and special events as assigned.
- Assist with weekly Driver schedule and tracking of labor hours.
- Perform other duties as assigned.

**Qualifications:**

To perform this job successfully, an individual must be able to satisfactorily perform each essential duty. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities.

**Language Ability:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

**Math Ability:**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**Reasoning Ability:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Computer Skills:**

To perform this job successfully, an individual should have proficient knowledge of Microsoft Office Suite, Excel, Google Gmail, and vehicle routing technology.

**Certificates and Licenses:**

Valid driver's license with driving record that meets company insurance requirements.

**Education/Experience:**

Bachelor's degree (B. A. / B. S.) or four to six years related experience and/or training; or equivalent combination of education and experience.

**Knowledge, Skills and Other Abilities:**

- Time management skills
- Excellent oral and written communication skills
- Ability to act and look professional
- Knowledge of federal and state commercial vehicle operation regulations
- Computer proficiency skills
- Dispatch/Routing software skills

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities.

While performing the duties of this job, the employee is regularly required to sit; use hands; and talk or hear. The employee is frequently required to stand; walk; and reach with hands and arms. The employee is occasionally required to climb or balance and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, ability to adjust focus, and ability to see color.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities.

While performing the duties of this job, the employee is regularly exposed to work near moving mechanical parts; outdoor weather conditions; and climbing into trucks and trailers. The employee is frequently exposed to work in high, precarious places and fumes or airborne particles. The employee is occasionally exposed to wet or humid conditions (non-weather); extreme cold (non-weather); and vibration.

The noise level in the work environment is usually moderate.

Please submit resumes to Alicia Skull, HR Administrator, at [askull@feedingthegulfcoast.org](mailto:askull@feedingthegulfcoast.org).