

Assistant Transportation Manager

Job Title: Assistant Transportation Manager

Department: Dot Transportation, Inc (DTI)

Location: Burley, ID

Supervision:

- Reports to Transportation Manager
- Works under direct supervision 10% of the time
- Works independently setting work priorities 90% of the time.
- Supervises: DTI Staff- Drivers, Dispatch, etc.

Primary Purpose:

To provide assistance to the Transportation manager in establishing and maintaining DTI fleet performance in all areas of our business—Recruiting, retention, operations, safety, budgeting, etc.

Essential Duties:

- Recruitment for driving force
- Providing assistance to existing drivers in all areas of performance
- Coordinate with dispatch for efficient, effective fleet resource utilization
- Assist with vehicle safety issues
- Conduct driver review after 45 days, 90 days, and annually
- Leads other in positive implement of change
- Support overall dispatch/traffic management vision and direction
- Coordinate training need of drivers based on individual performance within key areas
- Administer discipline where needed
- Manages the on board computer system and hours of service for all drivers

Occasional Duties:

- Budget preparation and execution
- Support quality activities and work with other departments as needed.

Safety Responsibility:

Assumes responsibility for the workplace safety of self and co-workers, and for the safety conditions of the work location.

Working Conditions

- Occasional overnight travel or extended travel required
- On-call telephone availability required
- Will require additional hours to meet demands of the business
- Work day will be tailored to optimize availability of drivers

Requirements:

- Bachelor's degree required
- Excellent verbal and written communication skills
- Ability to influence desired behavior changes with internal and external customers and vendors
- Ability to consistently meet critical deadlines

To Apply: to apply for this or other open positions, please visit www.dotfoods.com and use the following information:

- Click the 'Careers' link box in the middle of the page
- Use the 'Careers' link at the top or bottom of the web page or the 'Search Jobs' or 'Log In' links on the right side of the page (current Dot/ DTI employees, scroll to the bottom of the web page and use the 'Employee Links' option)
- If you choose 'Search Jobs', you can search all jobs at all locations or search for a specific position by key word, job field, location or organization.
- On the job search page, you can review all the open positions and specific job descriptions and create an application through the 'Apply' link on the job postings in which you are interested.
- Once you click on the 'Apply' link for a specific position, you will set up a user name and password to start the application process.
- On the job search page, you can create your application through the 'My Jobpage' tab or use the Sign In option at the top right of the page or scroll down farther on the page and use the candidate link on the right-hand side of the page to create an application.