

The Manager of Transportation Logistics is responsible for oversight of Element Care's transportation-related activities.

**Essential Responsibilities:**

- Ensures safe and timely transportation of Participants while overseeing activities related to staffing, dispatching, routing, tracking, safety, purchasing/selling, repairs and maintenance of Element Care's fleet of vans.
- Utilizes critical thinking skills, knowledge of metrics and leadership skills to improve and expand transportation department.
- Creates and provides regularly scheduled reporting and analytics to Leadership, including, but not limited to, budgeting, maintenance and fleet progress.
- Evaluates and implements software to consolidate and improve efficiencies.
- Troubleshoots issues and regularly reviews routes for efficiencies and implements updates.
- Plans and coordinates transportation services with other departments and external vendors/agencies.
- Liaison with third party transportation vendors.
- Purchases/Sells vehicles to enhance Element Care's fleet.
- Directs and investigates transportation grievances to verify and resolve issues.
- Monitors spending to ensure expenses are consistent with approved budget.
- Promote safety through training, meetings, games and awarding safe practices.
- Keeps abreast of changes in related legislature and new technologies impacting transportation operations.
- During emergencies, may be called upon to plan and coordinate during off-hours, including weekends, holidays and snow days, including possible backup for route coverage.
- Recruits, trains, develops, and motivates staff. Initiates and communicates a variety of personnel actions including employment, termination, performance reviews, salary reviews, time off approval and disciplinary actions.
- Position may include duties that require wearing a face mask where a seal is critical. Incumbent may be required to not have facial hair that interferes with a tight seal of the respirator.
- Performs other duties as required.

**Job Specifications:**

- Bachelor's degree in logistics, business management, engineering, or related field
- Previous (3-5 years) transportation management related experience
- Must possess a valid driver's license from the State of residence
- Must be able to pass and maintain DOT Physical and DOT mandated driver training.
- Understanding of P&L, ROI'S, and budgeting
- Strong leadership skills w/ability to display extensive knowledge of transportation management systems
- Solid knowledge of the transportation industry and logistics
- Exceptional critical thinking skills and strong knowledge of analytics with ability to create comprehensive reporting
- Ability to establish short- and long-range objectives. Specify the strategies and actions to achieve them
- Current CPR qualified or can complete CPR certification
- Strong skills using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- COVID vaccines required
- Hours: M-F 8am to 4pm