

Employee Name: _____ Hire Date: _____

Signature: _____

Transportation Operations Supervisor

Department: MCPT

Reports to: Transportation Director and PCOM

Non-Union Position

As a Transportation Operations Supervisor you will work collaboratively with the Transportation Director and Transportation Coordinator.

EDUCATION, EXPERIENCE AND SKILLS REQUIRED

- Bachelor's Degree in Business, Supply Chain Management, Operations Management, Route Management, Fleet Management, Logistics, or equivalent dispatch experience preferred
- NAFA Certified Automotive Fleet Manager (CAFM) or NAFA Certified Automotive Fleet Specialist (CAFS) certification preferred
- Two-year's experience as a transportation manager, preferred
- Solid knowledge of the transportation industry and logistics
- Experience working with union contracts and transportation-related government regulations
- Strong organization skills and attention to detail in a changing environment
- Excellent verbal and written communication skills
- Computer knowledge and proficiency in Microsoft Office Suite
- Critical thinking and knowledge of analytics
- Ability to work well with team members and navigate challenging situations
- Excellent leadership skills
- Good conflict resolution skills
- Ability to be mobile without any limitations or restrictions
- Must be able to lift a minimum of 50 pounds
- Must be able to perform CPR and any life-saving techniques (training provided)

ILLUSTRATIVE EXAMPLES OF WORK

- Provide oversight to professional drivers and work collaboratively with them and other operations personnel to provide safe, on-time schedules for clients
- Establish one-on-one relationships with drivers to sustain and uphold MCPT team orientated culture and positive work environment
- Communicate with customers electronically and via telephone to schedule pick-up and delivery, and to provide updates as needed
- Enter, edit, and update appropriate information to transportation software
- Oversight of direct operations related to dispatching, routing and tracking of transportation vehicles

Qualified Individuals please submit applications and resumes to humanresources@mcphd.net

MACOUPIN COUNTY PUBLIC HEALTH DEPARTMENT

205 OAKLAND AVE CARLINVILLE IL 62626

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- Planning, organizing, and managing staff members to ensure work is completed and consistent with the company's standard
- Directing investigations to verify and resolve customer complaints
- Arranging repairs and routine maintenance of transportation vehicles
- Complying with transportation-related policies, as well as safety rules, union contracts, grant requirements, and government regulations
- Promoting safe work activities by conducting safety audits, and attending company safety meetings
- Liaison with manufacturers, upfitters, dealerships, repair shops, and fleet management companies
- Collaborate with Transportation Director, Transportation Coordinator, PCOM, COO, CEO and other internal departments as necessary
- Collaborate directly with PCOM to ensure full compliance of all IDOT regulations as it relates to the program
- Provide direct report to the General Administrative Committee at the County Board to ensure the County Board is up-to-date on the operations of the MCPT program
- All other duties as assigned.

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08/2023