



Transportation Coordinator Job Description

Position Title: Transportation Coordinator

Job Summary:

The person in this position is responsible for all facets of our transportation operation in Robstown, TX. These responsibilities would include dispatching, DOT compliance, preventive maintenance, and new equipment acquisition. You will provide senior-level leadership and direction, coordinating with other managers to ensure customer's expectations are met, cost are controlled and equipment is well maintained and the appearance of our drivers, trucks, and trailers are up to our standards.

Task Required on the Job:

- Ensure appropriate safety procedures for transporting hazardous and non-hazardous material are followed
- Ensure high level of customer service is emphasized at all levels
- Carry out all supervisory responsibilities in accordance with the organization's policies and procedures
- Develop policies and procedures as needed
- Review staff requirements and participate in recruiting activities, training and scheduling of personnel
- Provide staff performance reviews and resolve employee problems
- Ensure drivers are performing all of their necessary tasks and responsibilities
- Maintain frequent contact with management staff and employees
- Participate in short and long term market strategy development and implementation
- Provide checks and balances
- Assist in the development and use of budget/fiscal and inventory control programs
- Ensure all administrative requirements are completed in a timely manner
- Mentor and assist employees
- Conduct weekly / monthly safety meetings
- Manage staff of drivers and mechanic
- Ability to maximize utilization of equipment and personnel while ensuring equipment and people are adherent to DOT rules and regulations
- Ability to effectively communicate with customers

Qualifications for this job:

- Knowledge of principles and methods for moving hazardous and non-hazardous materials.
- Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state and national laws.
- Knowledge of laws, EPA regulations, DOT regulations, and OSHA regulations, Hazmat certification, Twic card, Tanker endorsement, etc.
- Minimum 10 years experience in transportation industry
- Ability to identify, measure and manage key indicators of business plan
- Strong computer skills