

# Job Description and Responsibilities

**Position Title:** Fleet Manager

**Reports to:** Director of Operations & Technology

**Position Purpose:** The Fleet Manager oversees Last Mile's vehicle fleet operations to transport large food donations that cannot fit in volunteers' personal vehicles. This role is essential for maintaining reliable food delivery service to agency partners and building trust with food donors. Key responsibilities include managing and hiring driving staff, maintaining vehicles and equipment (including storage container), coordinating fleet scheduling and logistics, handling large food donation pickups and deliveries, developing efficiency improvements for fleet operations, maintaining safety standards and proper documentation, analyzing operational data to provide insights and recommendations, and collaborating across departments to support Last Mile Food Rescue's mission.

## Key Responsibilities:

### *Managing and Coaching Driver team*

- Develop Last Mile Fleet Policy with standards, policies, and procedures and ensure compliance
- Develop a driver engagement program and plan to engage drivers with Last Mile mission, vision, and goals, receive feedback, implement solutions to challenges, and ensure positive working conditions and working relationships with the fleet team and Last Mile desk staff.
- Maintain up to date and legitimate driver profiles.
- Train and maintain compliance with new employees.

### *Asset Management and Maintenance*

- Monitor and track reliability and asset utilization of fleet and storage container unit to ensure LMFR is able to meet rescue objectives.
- Maintain vehicles and Last Mile assets and equipment at optimal efficiency by using current and new software, tools, and inventory management programs, and processes.
- Develop relationships with local vendors and partners to accomplish fleet objectives.

### *Fleet Schedule and Large Load Rescues*

- Execute effective and efficient use of LMFR vehicles & drivers to progress toward Last Mile's overall objectives and goals.
- Work collaboratively with internal team and external partners to execute an optimal logistic process when we receive large load requests.
- Bring visibility and insight into critical fleet details.

### *Strategy, Metrics, and Budget*

- Develop yearly fleet budget to accomplish Last Mile and fleet goals and needs and track budget monthly adjusting as needed.
- Review progress to goal, fleet metrics, benchmarks and KPI's, and necessary updates with the team during meetings.
- Use analytic tools, rescue data, and self-collected fleet data to inform goals, decisions, tactics, and strategy.
- Identify potential opportunities for improvement to Last Mile's fleet operation.

- Represent the organization externally, including participation in events, recordings, and presentations.

#### *Safety and Compliance*

- Maintain FMCSA DOT compliance on a state and federal level.
- Perform yearly audit processes, documentation, and procedures.
- Implement safety standards and practices above industry standard.
- Train new employees on safety standards and policies.

#### **Work Schedule & Requirements:**

- 40 hour work week in person. This includes occasional Saturdays and holidays.
- Must be able to lift up to 50 lbs, stand/sit for long periods of time.
- Must be able to withstand outside summer/winter temperatures for extended periods.
- Must learn to drive our Last Mile vehicles, trucks, vans and drive personal vehicles for rescues or other assignments/tasks and have proficient knowledge of car maintenance.
- Must be familiar with technology and apps: Computers, smartphones, Microsoft Outlook Applications, Google, with the ability to learn new applications.
  - Ideally will have a background working as a delivery driver, warehouse worker, fleet manager and/or dispatch manager. 2-3+ years experience preferred.
- Must have strong leadership, managerial, and administrative experience. 2-3+ years experience preferred.
- Must have proficient knowledge of OSHA and other legitimate safety standards as well as some knowledge or be willing to learn DOT standards and requirements..
- Must pass physical, drug test, and background check.

#### **Work Environment:**

- Work full-time in person Monday - Friday from our office space located in Norwood, Ohio.
- Primarily a desk role with the occasional necessity to drive a Last Mile vehicle or personal vehicle to accomplish organizational goals.

#### **Competitive Pay & Benefits**

Mileage reimbursement when driving a personal vehicle for Last Mile related tasks

Medical, Vision, Dental Benefits

Simple IRA Match

**We would love to meet you!** Please send your resume, cover letter, and references to Crystal Cottrill, [crystal@lastmilefood.org](mailto:crystal@lastmilefood.org). Feel free to email with any questions!