

## **Fleet Operations Supervisor/Analyst**

### **About Northern Illinois Food Bank**

Northern Illinois Food Bank (NIFB) acquires and distributes food to 537 agency partners and programs that provide food assistance to help more than 269,000 people living in poverty in 13 northern Illinois counties, outside of Cook County. As a leader in the Feeding America's network, NIFB's strategic objective of making nutritious food more accessible to hungry people is evident in special initiatives that include: Food Recovery, Youth Nutrition Programs, Cost Free Agency Deliveries, Express Stamps, Advocacy and Mobile Pantries. NIFB supports a diverse workplace that offers opportunities for both personal and professional growth.

Northern Illinois Food Bank is seeking a Fleet Operations Supervisor/Analyst . Key Responsibilities include:

- Complete the daily routing process using UPS Roadnet to accomplish the highest transportation service with the lowest cost.
  - Develop Ad-Hoc queries and reports to facilitate problem resolution
  - Maintain daily/monthly reporting
  - Summarize and analyze key operational metrics on a daily/weekly basis
  - Identify areas of opportunity to cut cost without jeopardizing service
- Ensure timely and efficient dispatch operations through the use of UPS Roadnet.
- Ensure compliance to all DOT and NIFB safety policies.
- Manage daily operations of the Transportation department. Administer HR policies and ensure work rules are adhered to.
- Maintain updated vehicle inventory.
- Provides day to day leadership for fleet maintenance policy and processes.
- Ensure safe and reliable vehicles are available to meet operational requirements.
- Supervisory duties including coaching, mentoring and training as well as handling all driver related issues for the Transportation staff.
- Responsible for purchasing and leasing of tractors, trailers, equipment etc.
- Responsible for working with Repair Shops and 3<sup>rd</sup> Party Service Providers.
- Investigates all accidents, maintains an accident file, tracks causes and takes appropriate preventative action.
- Ensure maintenance of driver qualification files.
- Conducts routine Safety and Driver Meetings.
- Act as a liaison between Agencies, Customer Service, Warehouses, Vendors and Carriers

### **Experience required**

- Bachelors Degree in Operations/Logistics or related area.
- 5+ years of fleet management experience/supervision.

- Previous experience working with Transportation, Routing and Fleet Management Systems such as PeopleNet, Appian, RoadNet etc.
- Strong technical background with fleet maintenance (e.g. purchasing and leasing of tractors, trailers, equipment etc. and working with Repair Shops and 3<sup>rd</sup> Party Service Providers.)
- Ability to work effectively and efficiently both independently and in a team environment.
- Good organizational skills and the ability to prioritize departmental functions in order to meet deadlines.
- Ability to manage and motivate direct reports to achieve objectives.
  
- Strong Customer Service experience
- Possess quick problem solving capabilities.
- Proven effectiveness in managing change.
- Extensive knowledge of Microsoft Office software including Word, Excel and Outlook.
- Understand and interpret DOT and other state and federal regulations
- Demonstrated understanding of basic principles of Logistics and Distribution

**How to Apply:** Send resume & cover letter, along with salary requirements to:

**Email:** [resumes@northernilfoodbank.org](mailto:resumes@northernilfoodbank.org)

**Mail:** Northern Illinois Food Bank  
600 Industrial Drive  
St. Charles, IL 60174

**Fax:** 630-443-6916