



## Facilities and Transportation Manager Job Description

**POSITION:** Facilities and Transportation Manager  
**DEPARTMENT:** Operations  
**REPORTS TO:** Director of Operations  
**HOURS:** 8:00 am – 5:00 pm  
Monday-Friday, with evenings and weekends as needed/scheduled

### JOB SUMMARY

The Facilities and Transportation is responsible for key functions of the Montgomery County Food Bank to include management of the food bank's fleet and drivers, general building maintenance, janitorial services, logistics and program support.

### Position Primary Responsibilities:

- Perform preventative maintenance and repairs to meet required regulations and scheduling
- Manage, schedule and supervise building maintenance activities
- Manage and oversee all MCFB fleet (i.e. tractors, bobtails, trailers, trucks, forklifts)
- Supervise drivers and maintenance staff.
- Daily routing and dispatching of drivers
- Manage fleet vendors and contracts as well as supporting Logistics in any/all day-to-day maintenance needs.
- Maintain all required DOT documentation for MCFB fleet and drivers
- Develop and maintain processes that will maximize safety, quality, and productivity.
- Train and enforce daily required DOT checks by drivers (i.e. pre/post trip inspections)
- Manage, schedule, and oversee building maintenance, janitorial services, and mechanical equipment such as trucks, forklifts, power jacks, man lift, floor scrubber and all HVAC equipment related to the building to ensure all are in optimal condition and included on a Preventative Maintenance Program.
- Build and maintain strong vendor relationships/contracts supporting ongoing growth and regular PM's.
- Respond immediately to emergency situations and requests as assigned/needed
- Function as liaison with outside vendors as needed.
- Communicate daily with team with respect to repairs, faulty operations, defective materials, or parts and incident reports when necessary
- Other duties as assigned

**COMPUTER EQUIPMENT AND SOFTWARE REQUIREMENTS:**

- Spreadsheet (Excel)
- Office suite / Outlook / SharePoint

**EDUCATION AND EXPERIENCE REQUIRED:**

- Bachelor's degree or equivalent experience preferred.
- DOT knowledge and regulations experience.
- Minimum (3-5) years of facilities maintenance experience.
- 2 years Supervisory experience.

**COMPUTER EQUIPMENT AND SOFTWARE REQUIREMENTS:**

- Intermediate level Spreadsheet (Excel) experience.
- Fleet/Logistic Management software experience preferred.
- Experience with ERP software preferred.
- Office 365 proficient

**REQUIRED KNOWLEDGE AND SKILLS:**

- General knowledge of OSHA requirements in a warehouse environment
- Ability to be forklift certified
- Ability to read building schematics and blueprints
- Ability to operate miscellaneous hand tools, power tools, and other equipment such as lawn maintenance equipment, and floor machines.
- Ability to frequently lift, push and/or pull weights in excess of 50 pounds, occasionally lift, push and/or pull weights in excess of 100 pounds
- Must be able to work indoors or outdoors in varying weather conditions, temperature conditions and varying heights safely
- Ability to utilize and operate a computer (PC, Windows, Microsoft Programs, etc.)
- Outstanding written, verbal, and interpersonal skills.
- Strong customer service skills and willingness to assist others.
- Ability to manage multiple projects from start to finish.
- Excellent time management and flexibility with job duties.
- A positive, collaborative, proactive and professional supervisory style.
- Attention to detail.
- Able to coordinate well with other departments and personnel.
- Experience in food industry helpful; food safety certification.

**COMPETENCIES**

To perform the job successfully, an individual should demonstrate the following competencies:

**Problem Solving** - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in-group problem solving situations; uses reason even when dealing with emotional topics.

Communications - Expresses ideas and thoughts verbally; expresses ideas and thoughts in written form; exhibits good listening and comprehension; keeps others adequately informed; selects and uses appropriate communication methods.

Managing Customer Focus - Promotes customer focus; establishes customer service standards; provides training in customer service delivery; monitors customer satisfaction; develops new approaches to meeting customer needs.

Supervising People - Includes staff in planning, decision-making, facilitating and process improvement; takes responsibility for subordinates' activities; makes self-available to staff; provides regular performance feedback; develops subordinates' skills and encourages growth; solicits and applies customer feedback (internal and external); fosters quality focus in others; improves processes, products and services.; continually works to improve supervisory skills.

Achievement Focus - Sets and achieves challenging goals; demonstrates persistence and overcomes obstacles; measures self against standard of excellence; recognizes and acts on opportunities; takes calculated risks to accomplish goals.

Planning/Organizing - Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives; organizes or schedules other people and their tasks; develops realistic action plans.

### **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Full-time position
- Duties are performed indoors, outdoors and in an office environment.
- Interaction is required with other personnel, clients, and other external parties.
- Work in controlled and uncontrolled temperature environments.
- Flexibility to respond to unplanned maintenance issues 24/7

### **Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Most functions are performed while seating at a desk or standing up and traveling to offsite locations,
- Individual shall be required to stand for longer periods
- On a regular day individual may be required to lift up to 50 lbs. of weight (i.e. document files, copy paper, food boxes etc.) and operate a pallet jack to move food boxes and other supplies/equipment.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

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**ACKNOWLEDGED: Supervisor / Manager Signature Date**

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**ACKNOWLEDGED: Employee Signature Date**

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**PRINT: Employee Name**

**DISCLAIMER:**

Montgomery County Food Bank is an Equal Opportunity Employer and employment "at will" organization. This job description does not imply or constitute an offer of employment.