



Transportation Managing Director Position Description

Location: Irvine, CA
Reports To: Chief Operations Officer
Status: Full-Time, Salary/Exempt; \$96,870 - \$108,267/year (DOE)
Schedule: Monday – Friday, 40 hours/week
Benefits: We offer excellent Benefit Plans including incremental PTO Plan; 15+ Paid Holidays plus a Birthday Floating Holiday. 403b retirement plan with a match. Medical & Dental insurance plans with majority paid by employer. Life Insurance plan and Employee Assistance Program paid by employer.

Would you like to go to work knowing that every day you'll be making a real difference in the lives of at-risk people in your community? At Second Harvest Food Bank of Orange County that's exactly what you'll be doing. Every moment of your workday will directly impact on our mission to provide food for those who need it, when they need it. **Come join our upbeat, collaborative team who are improving lives every day by taking hunger off the table.**

About Second Harvest Food Bank of Orange County

Second Harvest Food Bank's (SHFB) Vision: An Orange County with food and nutritional security for all. Our Mission: In collaboration with our partners, we provide dignified, equitable and consistent access to nutritious food, creating a foundation for community health. Since 1983 we have been a source of food security for all members of our community when they need our help.

POSITION PURPOSE:

The Transportation Managing Director provides strategic leadership and direction for all transportation activities for Second Harvest's distribution center and fleet operations. This role is responsible for ensuring the efficient and compliant delivery of food to our network of community partners and the timely pickup of donations from our network of donors, while maintaining the highest levels of customer service, respect, and integrity in all aspects of transportation operations, along with strong standards of safety and operational excellence.

This position leads the development and execution of transportation strategy, policies, and long-term planning, ensuring alignment with the organization's mission, vision, values, and strategic goals. The Managing Director serves as a key leader in shaping organizational strategy through transportation and logistics planning.

This role is responsible for continuously evaluating and strengthening transportation operations through a cross-functional approach, advancing culture and organizational alignment, enhancing route efficiency and capacity planning, ensuring DOT compliance and risk management, and optimizing fleet utilization and maintenance in support of organizational growth.

ESSENTIAL JOB FUNCTIONS:

- Lead and develop transportation staff, including a Logistics Supervisor, 2 Dispatchers, and 15+ Class A, B, and C Drivers, with accountability for performance management, workforce planning, and hiring.
- Direct and optimize all transportation operations, including dispatch, routing, fleet utilization, and service delivery, ensuring scalability, cost-effectiveness, and on-time performance; leverage transportation management systems and advanced transportation and business system IT tools to analyze data, support budgeting and forecasting, and apply critical thinking to drive continuous operational improvements and strategic decision-making.
- Develop and manage the transportation department budget, ensuring effective cost control, forecasting, and alignment with organizational financial goals.
- Lead long-term transportation planning, including fleet expansion, infrastructure needs, and capacity modeling to support current operations and future growth.
- Establish and reinforce a culture of safety and accountability by ensuring adherence to transportation safety, food safety, and regulatory standards.



- Provide guidance on coaching, retraining, and escalation of issues, including escalation to executive leadership when appropriate.
- Ensure all driver qualification files (DQ files) and records are maintained in compliance with all regulatory agencies, including FMCSA, DOT, DMV EPN, and applicable state and federal regulations.
- Oversee onboarding and training programs to ensure staff are fully trained on policies, procedures, safety standards, and food safety guidelines, with consistent application across the department.
- Identify operational gaps and drive the development, implementation, and continuous improvement of transportation policies, procedures, and best practices.
- Oversee driver and fleet safety programs by monitoring performance trends, ensuring proper systems are in place, and directing corrective actions as needed.
- Direct the use and optimization of transportation technology and systems to enhance operational efficiency, visibility, and data-driven decision-making.
- Establish accountability measures for route execution, including performance tracking, verification processes, and service-level standards.
- Promote effective communication across transportation teams, cross-functional departments, and external partners, including community partners and donors.
- Collaborate cross-departmentally to support organizational strategies, address operational challenges, and implement scalable solutions aligned with mission and growth objectives.
- Oversee fleet maintenance programs to ensure compliance with EPA and DOT regulations, state inspections, preventative maintenance requirements, and the BIT program.
- Maintain oversight of regulatory requirements, including FMCSA, DOT, DMV EPN, and accident procedures, ensuring ongoing departmental compliance and risk mitigation.
- Lead vendor strategy, including sourcing, contract negotiation, performance management, and cost optimization for transportation-related services, equipment, and fleet assets.
- Oversee transportation-related programs, including the wet hose fueling program, ensuring efficiency, compliance, and cost control.
- Establish, monitor, and report on key performance indicators (KPIs) to measure departmental performance and inform strategic decision-making.
- Analyze operational data and provide actionable insights to support departmental and organizational goals.
- Drive continuous improvement initiatives by leveraging data, feedback, and operational trends to enhance transportation effectiveness and impact.
- Provide regular reporting and insights to executive leadership on transportation performance, risks, and strategic initiatives.
- Exercise decision-making authority on transportation operations, escalations, and strategic initiatives, ensuring alignment with organizational priorities.

PROFESSIONAL QUALITIES:

- Commitment to living out the Food Bank's core values of **Integrity & Accountability, People First, Compassion, Purpose Driven, and Stewardship**
- Demonstrates advanced proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) to develop reports, analyze operational and financial data, and present strategic insights; effectively manages departmental budgets, forecasts expenditures, and implements cost-control measures to ensure fiscal responsibility and operational efficiency.
- Self-starter with good self-management skills; decisive, detail-oriented, and comfortable taking ownership of a diverse set of requirements.
- Strong leadership skills, providing excellent communication and direction to team members.
- Outstanding interpersonal communications skills dealing with a diverse set of internal and external stakeholders.
- Strong organizational skills; proficient with handling multiple tasks and deadlines.
- Ability to manage multiple projects, handle interruptions, maintain focus on tasks and produce accurate work.
- Strong analytic skills with the ability to problem solve.
- Ability to research, analyze and prepare reports with accuracy.



- Ability to learn new systems and applications.
- Maintains a positive and solutions-based attitude, even while under pressure and/or managing competing priorities and deadlines.
- Displays a clear understanding of professional behavior and etiquette.
- Meets or exceeds goals or diligently works to course correct when needed.

PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:

- Based on OSHA Standards, lifting requirements are 50lbs; when lifting loads heavier than 50lbs, use two or more people to lift the load.
- This position is based in a warehouse office setting with moderate to loud noise level. There may be extended periods of sitting, standing and/or bending; listening, talking and/or visual concentration; writing and/or computer use.
- While performing the duties of this job, the employee may be required to stand, walk, sit, and use hands to handle objects, tools, or controls; reach with hand and arms; stoop, kneel, crouch; talk, hear and smell; climb up into a truck cab.
- Working additional hours is required occasionally throughout the year in connection with maintenance issues, physical inventories, and special events (may be in public or private venues).

REQUIREMENTS:

- 5+ years of experience in logistics or transportation, with at least 2 years in a leadership position.
- Demonstrated experience in leading teams: coaching, motivating, and retaining high performing employees as it related to transportation.
- Understand and have competent working knowledge of all processes and systems including but not limited to planning tools, iPad applications, computer systems, securement and proper operation of all transportation equipment and all other activities performed during the handling of product.
- Demonstrated experience in cold chain transportation and FMCSA regulations relating to food transport.
- Project management skills with the ability to work under pressure, balance competing priorities and consistently meet deadlines.
- Ability to make frequent changes of routine and pace of activity due to unpredictable demands without loss of efficiency or composure.
- Proven analytical and creative problem-solving abilities, along with the skills to manage information and data from various sources.
- Demonstrated ability to manage difficult situations, both in person and on the telephone.
- Must be self-directed and possess the ability to manage multiple projects and competing priorities while maintaining high levels of performance.
- Able to take direction, follow procedures and instructions, possess the ability to work independently, diligently, and take initiative with minimal need for oversight.
- Ability to perform duties in accordance with Food Bank's Safety Policies and Injury & Illness Prevention Plan.
- Computer proficiency in Microsoft Office suite and inventory and database applications.
- Having a Class A license and DOT medical card that is current is preferred but not required.

The above statements are intended to describe the general nature and level of work performed, rather than to be an exhaustive list of all duties, responsibilities, and skills required for the position. The position duties may be changed at any time at management's discretion. This position description is not intended to create contractual obligations of any kind.

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The requirements listed above are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Second Harvest Food Bank of Orange County, Inc is an Equal Opportunity Employer.