



## Transportation Manager

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| <b>Classification:</b>   | Exempt; Regular Full-time |
| <b>Department:</b>       | Operations                |
| <b>Reports to:</b>       | Chief Operations Officer  |
| <b>Established Date:</b> | 2000                      |
| <b>Revised Date:</b>     | August 13, 2026           |

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### Position Summary

The mission of Montana Food Bank Network (MFBN) is to end hunger in Montana through food acquisition and distribution, education, and advocacy. The Transportation Manager is responsible for the direct management and training of CDL Driver/Warehouse Workers, managing CDL Driver Qualification files, in addition to managing the maintenance and upkeep of the vehicle fleet, ensuring all vehicles are in proper working condition and compliant with DOT safety regulations. This role is critical to ensuring that food moves safely, efficiently, and equitably across Montana. As a key member of the Operations Leadership team, the Transportation Manager direction, oversight, and support to ensure efficient and compliant operations across the organization.

### Duties and Responsibilities

- Work in conjunction with and under the direct supervision of the COO, following specific and general directions.
- Work with COO to develop the annual budget for all transportation-related expenses
- Work in conjunction with and under the direct supervision of the COO assisting in soliciting competitive bids for new fleet and equipment assets as needed.
- Ensure that all vehicles are registered and have the required permits or exemptions.
- Ensure all fleet vehicles are equipped with essential emergency supplies and tools required to fulfill their designated tasks.
- Maintain ELD monthly service subscription and manage ELD unit functionality.
- Submit monthly driver and vehicle mileage reports to the Finance Department.
- Maintain routine maintenance checklists on all Network vehicles.
- Communicate all vehicle maintenance requirements to the COO to uphold fleet safety, ensuring compliance with Department of Transportation (DOT) regulations, and uphold fleet cleanliness standards as required to meet AIB Standards.
- Maintain and keep accurate transportation logs.
- Review all CDL driver logs and trip reports for accuracy.
- Ensure driver load sheets are reviewed and completed with accuracy to meet Food Safety Program policies and procedures.
- Administer road tests and forklift/pallet jack skill assessments for new CDL Driver/Warehouse Workers to certify their abilities.
- Coordinate with Chief Human Resources Officer to ensure that both pre-employment & random drug and alcohol testing requirements are met by CDL Drivers timely as required by DOT regulations.
- Complete all required new hire and annual comprehensive driver qualification records for all CDL drivers.
- Organize and schedule fleet repairs and preventive maintenance as needed.
- Perform weekly vehicle inspections on company cars.

- Coordinate with Food Sourcing Specialist & Operations Manager for picking up and delivering food products across the State of Montana and regionally from suppliers and donors.
- Assist Operations Manager in preparing and distributing MFBN's delivery schedules.
- Coordinate with Operations Manager to assign drivers to delivery routes to meet operational demands to fulfill delivery of customer orders.
- Assist Operations Manager in assessment of vetting new membership requests to verify delivery locations are accessible to accommodate semi tractor trailer deliveries safely and efficiently.
- Train new CDL Driver/Warehouse Workers to perform all necessary functions of picking orders, staging, consolidation, loading, and completion of delivery routes.
- Complete route deliveries as needed to meet operational demands when scheduled routes are over capacity or covering scheduled drivers during staffing transitions, scheduled leave, or disaster response efforts.
- Assist and perform general warehouse activities related to shipping and receiving as needed.
- Submit accurate and timely monthly expense reports through Concur.
- Submit accurate and punctual payroll approvals through Paycor for each pay period.
- Maintain a culture of safety and professionalism within the Operations Team.
- Serve on MFBN Food Safety Committee monthly meetings.

#### **Supervisory Responsibilities**

- Provides professional, technical and administrative support to MFBN Transportation Operations and services by providing supervision and support. Responsible for the supervision of staff including CDL drivers.

#### **Knowledge, Skills, and Abilities**

- Commitment to MFBN's mission and vision.
- Ability to understand, apply and uphold MFBN policies, procedures, and standards.
- Be sensitive to the needs of the diverse communities MFBN serves.
- Effective written and verbal communication with staff, partners, and stakeholders.
- Ability to prioritize, manage multiple responsibilities, and meet deadlines with strong attention to detail and accuracy.
- Ability to lead, supervise, train and provide clear directions to team members.
- Ability to work independently and as part of a team.
- Excellent interpersonal skills.
- Ability to work collaboratively and build productive relationships across teams, communities, and member network partner organizations.
- Maintain a positive and solutions-based attitude, even while under pressure and/or managing competing priorities and deadlines.
- Willingness to take initiative, develop new ideas, and strategies.
- Ability to build trust, coach staff, and foster a collaborative work environment.
- Ability to communicate professionally and work collaboratively with staff, Network Partners, vendors, volunteers, and community stakeholders.
- Ability to assess development needs and provide training to improve team capability.
- Perform additional tasks and duties as assigned.

**Minimum Qualifications**

- Bachelor's degree in Supply Chain Management, Logistics, Transportation, or a related field; or an equivalent combination of education, lived experience, and at least three (3) years of experience in transportation or logistics management, preferably within a food bank or related industry.

**OR**

- An equivalent combination of education, technical training, certifications, and directly related professional experience that provides the knowledge and abilities necessary to successfully perform the position.

**Required Licenses**

Valid Class A Commercial Driver's License (CDL) and ability to meet MFBN insurability requirements. Hazmat, Doubles, and Triples endorsements are not required. Employment is contingent upon successful completion of a background check and verification of all applicable CDL and DOT requirements.

**Desired Attributes**

- Strong understanding of transportation regulations, safety guidelines, and compliance standards.
- Ability to identify and troubleshoot basic mechanical issues related to trucks, trailers, refrigeration units, and liftgates.

**Preferred Qualifications**

- Experience in food banking, nonprofit distribution, or similar environments
- Food Safety certification
- Prior supervisory or management experience

**To Apply:**

We encourage individuals with transferable skills and experience to apply. Please submit your resume and cover letter to [djohnson@mfbn.org](mailto:djohnson@mfbn.org). Priority screening will begin on Monday, August 31, for initial review for consideration for interview; however, the position will remain open until it is filled. As part of your application materials, please describe how your experience demonstrates the following competencies: Leadership & Team Development, Operational Accountability & Safety Compliance, Collaboration & Relationship Building, and Problem Solving & Adaptability.

**Starting Compensation:**

Starting compensation is determined based on a pay equity analysis considering the candidate's education, applicable work experience, and internal equity. Please include all relevant information on your Resume.

*Montana Food Bank Network is committed to creating a welcome and inclusive environment for all employees and is proud to be an equal opportunity employer. MFBN does not discriminate with regards to hiring, assignment, promotion or other conditions of staff, employment because of race, color, religion, sex, national origin, age, marital status, sexual orientation, gender, gender identify, veteran status, disability, genetic information or any other status protected under local, state or federal law. In accordance with the Americans with Disabilities Act, upon request,*

*reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of our positions.*

**Montana Food Bank Network**

MFBN's office is located at 5780 Alloy N, Missoula, MT 59808.

Website: <https://mfbn.org/>