



JOB DESCRIPTION

Job Title:	Logistics-Traffic Manager	Reports to:	Director of Receiving & Facilities Operations
Department:	Fleet Operations	Supervises:	6-8 employees

Purpose: To improve people's lives.

Vision: To grow and deliver the highest quality fruit and create value for our customers, employees, and growers.

Mission: The Sage family is admired for being the industry leader. We are passionate about creating value and improving people's lives.

Job Summary: The Logistics-Traffic Manager is responsible for maintaining accurate and timely records of our company's private fleet and directly supervises our company's drivers, allocates driver assignments, ensures compliance with safety standards, and maintains all vehicles in top working order. Additionally, this position works with third party carriers to ensure logistics capacity is met.

Values: Demonstrates behaviors which contribute to the growth and achievement of Legacy's mission:

- Integrity: We do the right thing, even when no one is watching
- Respect: We practice the "Golden Rule"
- Teamwork: We work together to achieve common goals – no barriers
- Excellence: We continuously look for ways to creatively improve
- Accountability: We are personally responsible for delivering desired results
- Passion: We earnestly care about outcomes and perceptions of others

Leadership Responsibilities:

- Lives our Purpose, Mission, Vision, and Values.
- Serve as an accountable leader and quality hiring advocate.
- Supervises team by providing coaching, performance management, and ensuring compliance with appropriate laws and practices and requests for information.
- Ensures excellent leadership is provided to employees, applicants, managers, and other community members.
- Completes performance evaluation and planning (PEP) on employees in a timely and constructive manner.
- Works with management to understand current and future needs and develops process improvement plans.
- Participates in intra-departmental and inter-departmental efforts for continuous safety, quality, and productivity improvement.
- Designs methods for continuous improvement in the delivery of services by soliciting internal and external feedback, using best practice models and organizational goals.
- Provides counsel to management team on policies and practices regarding employment issues.



- Participates in the strategic planning process and directs team to achieve the plans goals and objectives.
- Leads efforts in continuous improvement innovation.
- Prepares budgets, develops business plans, identify opportunities for improving budgets.
- Promotes and completes required training.

Job Duties/Responsibilities

- Responsible for the load planning and dispatch for all loads balancing the utilization Legacy Fruit's private fleet and third-party carriers.
- Monitor and maintain compliance with transportation rules and guidelines
- Manage and provide leadership to the day-to-day operations of the Legacy Fruit private fleet.
- Ensure all Company driver daily load books are timely and properly filled out and filed, audited and data recorded into database.
- Direct, hire, terminate, counsel and reward staff as needed
- Investigate and resolve all complaints, questions and problems.
- Timely reporting of all collisions, injuries, and equipment damages to manager. Fully investigate and follow up on accidents and injuries. Record all collisions, injuries, and equipment damages on the safety register in a timely manner.
- Continue to improve the transportation processes to reduce costs and improve service.
- Ensure that all assigned equipment is current on preventative maintenance.
- Ensure all company safety policies are understood and enforced.
- Daily accounting of all assigned trucks and drivers.
- Interact with the Field Staff, Supply Chain Manager, Receiving and QC staff, and Accounting Departments
- Dispatch trucks and work with field staff to meet company orchards' and growers' needs
- Must be available for flexible hours, overtime and weekends
- Other duties as assigned by authorized personnel.

Education & Experience:

- Associates degree preferred.
- 2 or more years' experience in managing commercial motor vehicle (CMV) drivers.
- 5 or more years in a supervisory role.
- Knowledge of CMV dispatch.
- Knowledge of Federal Motor Carrier Safety Administration (FMCSA) rules and guidelines.
- Knowledge of preventative maintenance scheduling.

Pre-Employment Requirements:

- Drug test & background check required



Certificates & Licenses:

- Driver's License and Forklift certified

Equipment/Technology Skills:

- Working knowledge of: Word, Excel, Outlook
- Ability to learn, master and train others in specialized industry software.

Physical Abilities:

- Ability to frequently perform various activities that require; sitting, standing, walking, lifting, pulling/pushing objects, climbing, grasp & reach
- Ability to speak clearly & communicate with others
- Ability to regularly lift/ manipulate, 50 lbs. from floor level

“Legacy Fruit provides reasonable accommodations to assist qualified individuals to perform the essential duties/requirements their job requires. The description is intended to provide only basic guidelines for meeting job requirements and serves as merely a summary rather than a complete listing of duties. Responsibilities, knowledge, skills, abilities, and working conditions may change as needs evolve. This job description does not constitute a contract as employment is at will.”

<p>Employee Signature:</p> <p>Print Name:</p>	<p>Date:</p>
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