



Immediate Internal Job Opening

Job Title: Transportation and Facilities Maintenance Manager

Job Summary: The Transportation and Facilities Maintenance Manager is responsible for managing, planning, and coordinating all transportation operations, ensuring the efficient routing of pick-ups and deliveries of products. Additionally, this role oversees the maintenance of the Coastal Bend Food Bank's assets, including janitorial services, pest control, landscaping, vehicle and equipment maintenance, overall building maintenance, and the purchase of vehicle parts and supplies. A thorough knowledge of Department of Transportation (DOT) regulations is essential.

Job Duties:

- Plan, organize, and manage the transportation operations to ensure timely and efficient routing of product pick-ups and deliveries.
- Develop and implement transportation strategies to optimize routes, reduce costs, and improve service levels.
- Monitor transportation activities to ensure compliance with all relevant regulations and standards, including DOT regulations.
- Maintain accurate records of transportation activities, vehicle maintenance, and compliance documentation.
- Use of fleet management system for tracking and control of vehicles.
- Oversee the maintenance and upkeep of all Coastal Bend Food Bank facilities, ensuring a clean, safe, and functional environment.
- Manage janitorial efforts, pest control, landscaping, and overall building maintenance.
- Develop and implement preventative maintenance programs for vehicles, equipment, and facilities to minimize downtime and extend the lifespan of assets.
- Coordinate with external contractors and service providers for specialized maintenance and repair work.
- Generate reports on transportation and maintenance activities, providing insights and recommendations for continuous improvement.

Qualifications:

- Bachelor's degree in Logistics, Supply Chain Management, Facilities Management, or related field preferred.
- Minimum of five (5) years of experience in transportation and facilities maintenance management.
- Proficiency in relevant software and tools (e.g., logistics management systems, maintenance management software, Microsoft Office programs).
- Excellent communication skills, both written and verbal.
- Strong organizational and planning abilities.
- Excellent communication and leadership skills.
- Advanced mechanical knowledge

Rate of Pay: \$45,000/yr.

Job Closing Date: until filled

Please complete an application and submit to Martha Cabrera, HR Manager at 5442 Bear Lane Street, Corpus Christi, TX 78405.