

JOB DESCRIPTION



Employer Information

Organization Name: Five Star Cooperative

About Our Organization: Five Star Cooperative is an agricultural cooperative providing agricultural products and services to its member owners and customers in Northeast and North central Iowa.

Job Description

Job Title: Transportation Director

Hours/Week: 40 hours per week with more hours required as needed

FLSA Status: Exempt

Reports to: COO

Coordinates Activities With: Department Directors, Operations Managers, and others if needed.

Job Objective:

This position is responsible for planning, organizing, budgeting, and executing truck logistics in efforts to optimize the company's commodity and freight movements. The incumbent is responsible for managing a fleet of trucks owned by Five Star Coop, coordinating with department managers to understand freight needs and opportunities, and contracting work from external companies to optimize net revenue. The incumbent will develop processes to understand related commodity movement and be able to use this information to manage freight synergies: regulations, compliance, tariffs, and process improvements. The incumbent is expected to make tactical modifications to improve and maximize the truck logistics. The incumbent must hold the ability to adapt schedules and priorities to changing dynamics.

The incumbent is accountable for the movement of Five Star's fleet drivers and third party carriers. This individual will communicate expectations, routes, and other pertinent information. The incumbent is responsible for creating and maintaining adequate visibility and coordination such that company truck freight strategies are cost-effective, visible, and available to all merchants and product managers, while maintaining full compliance to company safety, regulatory, service and insurance standards. This person is responsible for coordinating, directing, and managing time for drivers by using best communication methods to the drivers.

This position will be expected to interface with potential freight suppliers to seek and develop external truck commodity movements to enhance and support existing internal capabilities. The incumbent is accountable for functions related to managing the external suppliers. The incumbent will manage and negotiate freight terms and rates with contractors/suppliers. This incumbent is responsible to provide excellent service to external customers to maintain a critical piece of this business. In this regard, the incumbent is responsible to perform an accurate audit of all truck freight invoices as submitted by each carrier for payment, as well as manage the compliance and insurance standards required by Five Star Coop.

The incumbent must determine delivery efficiency, and negotiate best rates, while providing extraordinary service to the internal customer. The incumbent is required to oversee related freight statements, rate proposals, rate charts, and routing guides to confirm company freight payables and eventual payments. The incumbent communicates frequently with merchants and product managers to enable on-going and new trade and to maximize volumes, create gross profit and to serve our origin and destination customers. The incumbent must serve as a company resource, advising and consulting with

JOB DESCRIPTION



managers from various business units on issues as they relate to truck freight logistics. The incumbent will contribute to discussions and decisions processes offering information on current regulations, tariffs, and rate negotiations processes. The incumbent is required to maintain an open and candid relationship with supervisor and others so issues are addressed appropriately, as well as generate and provide accurate reports to management or other requesting personnel.

Qualifications:

Education:

- High School diploma or equivalent required; Post high school training at the college or vocational level preferred

Experience:

- Minimum of 3-5 years experience in related discipline
- Logistics experience required
- Previous supervisory experience required with demonstrated ability to build effective teams
- Strong written and verbal communication skills necessary
- Computer skills required – Proficient in Microsoft Word and Excel
- Good customer service skills and approach necessary
- Ag background a plus

License, Certificate, or Registration: Valid driver's license required; Class A CDL preferred

Basic Skills: Speaking, Writing, Reading Comprehension, Listening, Monitoring, Judgement and Decision Making, Time Management

Job Summary and Primary Duties:

- Be a true leader and champion in establishing and maintaining a vision and required behaviors for our culture of ensuring human safety.
- Deliver a courteous, pleasant and positive attitude in providing extraordinary service to all customers, coworkers and others ensuring open lines of communication.
- Maintain a working knowledge of inbound and outbound logistics communications, truck fleet tracing, and regulatory requirements.
- Manage all of Five Star's truck fleet, drivers and external contractors including dispatching, scheduling, pricing, and compliance, as well as knowledge of merchandising opportunities, grain, and agronomy
- Monitor and analyze transit times and perform problem resolution to maintain effectiveness and efficiency. Consider, plan and implement delivery routes and other logistics/control improvements that maximize customer service and limit operational costs.
- Create and distribute daily work assignments/schedule, review daily work for employees and contractors.
- Seek and develop relationships with truck suppliers to support freight/commodity movements to create new service and trading opportunities.
- Coordinate and organize driver logs and other driver responsibilities required under DOT law. Perform truck freight invoice audit to verify proper freight rates, demurrage charges, assessorial charges, surcharges and correct extension of figures.
- Responsible for presenting monthly financial reports by each truck and department
- Assists with grow out plans of equipment and helps to determine staffing needs

JOB DESCRIPTION



- Develop and maintain freight supplies to meet performance, contract obligations, and best market opportunities, while placing priority to Five Star trucks and labor resources.
- Monitor changes in transportation tariffs, compliance, and regulations that may affect competitive market pricing and operational advantages to achieve best profit levels.
- Develop and maintain freight statements, rate proposals, rate charts, and routing guides. Hold software and computer proficiency to maintain rationalization of company's truck freight strategies and ensure timely execution and complete visibility of company truck freight logistics to Five Star's commodity merchants.
- Select, train, develop, and supervise transportation employees to carry out assigned responsibilities. Complete individual performance reviews in a manner that shows clarity, support and communication.
- Perform other related duties within job scope as assigned by CEO.

Maintenance & Safety:

- Observe OSHA, state, and federal safety regulations
- Maintain clean and neat facilities
- Maintain housekeeping and sanitation standards
- Upholds Five Star's Safety regulations and procedures

Service and Skills:

- Generalized management knowledge
- Proficiency with computer database management
- Ability to work independently
- Ability to react to strategic and tactical changes
- Excellent customer service required – Applicant must be neat and approachable
- Commitment to excellence and high standards
- Strong interpersonal skills; proficient in use of Microsoft Excel and Word
- Excellent telephone skills and ability to operate office equipment – Applicant must promptly and courteously answer the phone
- Requires making decisions that affect customers, other employees, Five Star's financial resources, and/or the image and reputation of the organization
- Ability to deal effectively with a diversity of individuals at all organizational levels
- Good judgement with the ability to make timely and sound decisions

Work Context for the Essential Functions of the Job:

- Versatility, flexibility, and willingness to work within constantly changing priorities with enthusiasm
- Ability to work independently and as a team player
- Requires face-to-face and telephone communication with individuals, customers, or teams daily
- Opportunities to make decisions without supervision
- Requires being exact or highly accurate
- Requires repeating the same physical or mental activities
- Requires meeting strict deadlines daily to ensure customer service
- Requires work with external customers or the public

JOB DESCRIPTION



- Responsible for work outcomes and results

Other Duties:

- Check with other departments to see if help is needed before going home
- Works as a team member and maintains a positive attitude that promotes teamwork within the cooperative
- Performs other duties as assigned by management – employee's duties may change according to the changing needs of the company
- Must be able to climb stairs, reach above, below, and at shoulder level

Work Conditions and 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. This job is performed indoors or outdoors in weather extremes of Northern Iowa. Exposure to dust from feed, grain, or fertilizer products.

JOB DESCRIPTION



Physical Abilities:

- **Far Vision**—The ability to see details at a distance.
- **Near Vision**—The ability to see details at close range as in reading, computer work, writing.
- **Reaction Time**—The ability to quickly respond.
- **Depth Perception**—The ability to judge which of several objects is closer or further away from you, or to judge the distance between you and an object.
- **Spatial Orientation**—The ability to know your location in relation to the environment or to know where other objects are in relation to you.
- **Response Orientation**—The ability to choose quickly between two or more movements in response to two or more different signals (lights, sounds, pictures). It includes the speed with which the correct response is started with the hand, foot, or other body part.
- **Static Strength**—The ability to exert maximum muscle force to lift, push, pull, or carry objects.
- **Extent Flexibility**—The ability to bend, stretch, stoop, twist, or reach with your body, arms, and/or legs.
- **Multilimb Coordination**—The ability to coordinate two or more limbs (for example, two arms, two legs, or one leg and one arm) while sitting, standing, or lying down. It does not involve performing the activities while the whole body is in motion.
- **Manual Dexterity**—The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble or move objects. The ability to lift bagged feed.
- **Climbing**—Ability to climb.

Function	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Sit			X	
Use hands to finger, handle, feel, hold, grasp				X
Reach with hands and arms				X
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk or hear				X
Taste or smell		X		

Weight	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 lbs				X
Up to 25 lbs			X	
Up to 50 lbs			X	
Over 50 lbs.		X		

JOB DESCRIPTION



Disclaimer: This job description indicates the general nature and minimum level of work expected. It is not designed to cover every activity, duty, or responsibility required of the employee. The employee may be asked to perform other duties related to the successful performance of the job.

I, _____, as an Employee of five Star Cooperative, understand the duties and requirements set forth in this job description. The duties of this job description are not all inclusive. They describe the primary function of the job and are not to be considered a detailed description of every job duty. I understand that neither this job description, nor the signing of, creates a binding employee contract and that my employer reserves the right to assign additional duties as necessary.

Employee Signature

Date

Supervisor Signature

Date