

The Wildland Trekking Company Job Description

Job Title: Transportation Assistant Manager

Reports To: Transportation Manager

Supervises: 1-2 Fleet Maintenance Prep staff.

Job Objective: Manage day-to-day fleet maintenance and readiness for WTC's Southwest Programs.

Primary Responsibilities

- Maintain on-going communication with Transportation Manager to discuss program strengths, weaknesses, opportunities, budgets, and overall needs and potential.
- Ensure that vehicles and trailers are mechanically sound and ready to go as needed. This includes:
 - tracking, anticipating, and scheduling regular vehicle maintenance;
 - performing light vehicle maintenance;
 - managing unanticipated vehicle maintenance needs;
 - conducting and ensuring that regularly scheduled comprehensive vehicle inspections and pre-trip vehicle inspections occur;
 - conducting and ensuring that vehicles are cleaned and fueled;
 - ensuring that all required paperwork (binder) and emergency equipment is present in each vehicle/trailer;
 - maintaining vehicle supply area, keeping inventory stocked, cleaned, and organized.
- Hire, supervise, and schedule Fleet Maintenance Prep staff.
- Communicate with Transportation Manager to know what kind and how many vehicles/trailers are needed on a day-to-day basis.
- Develop and maintain a system of communication with regard to which vehicles are cleared for use, and which are not.
- Establish driver safety road test and ensure shuttle drivers and field Guides complete test.
- Establish vehicle purchase and retirement criteria.
- Purchase and sell vehicles.

- Collect, organize, and turn in program expense receipts to Transportation Manager as required.
- File and maintain vehicle maintenance records.
- Produce end-of-season report detailing program strengths, weaknesses, opportunities, and recommendations.

Secondary Responsibilities

- Coordinate with Transportation Manager and Program Managers in other destinations regarding inter-program vehicle transfers, maintenance procedures, and record keeping.
- Identify and strategize methods to reduce program risk, increase efficiency, and reduce costs.
- Provide operations support to other program areas as needed, including but not limited to, 24/7 on call duties, shuttle driving, and field evacuations.
- Assist warehouse staff as needed.
- Other duties and projects as assigned by the Transportation Manager.

Qualifications: Working knowledge/literacy of auto repair. Ability to perform light vehicle maintenance. Team oriented, task oriented, proficient at multitasking, attention to detail, and strong organizational and supervisory skills. WTC and DOT driving requirements must be met.

Working Conditions: This position is based in Flagstaff, Arizona, and is full-time, 40 hours per week February-October. Additional work may be available in the off-season. Hours will vary both weekly and seasonally, requiring a willingness to maintain a flexible schedule and work overtime, weekends and/or holidays.

Compensation/Benefits: The pay range for this position is negotiable based upon experience. A variety of equipment pro deals are available. A two-week paid vacation is provided. No other health or retirement benefits are provided.