

The Wildland Trekking Company Job Description

Job Title: Transportation Manager

Reports To: Southwest Program Manager

Supervises: Transportation Assistant Manager and shuttle drivers.

Job Objective: Responsible for the smooth functioning of the entire WTC fleet. Integral member of the Southwest Management Team.

Primary Responsibilities

- Maintain on-going communication with Southwest Program Manager to discuss program strengths, weaknesses, opportunities, budgets, and overall needs and potential.
- Hire, supervise, and schedule Transportation Assistant Manager and shuttle drivers.
- File for/obtain vehicle registration, insurance, DOT, and CUA paperwork, and ensure that it is always current and accurate.
- Schedule vehicles, trailers, and shuttle drivers to all trips in the Southwest operating area.
- Train Program Managers how to schedule vehicles, trailers, and shuttle drivers.
- Communicate with Transportation Assistant Manager to inform what kind and how many vehicles/trailers are needed on a day-to-day basis.
- Rent vehicles and trailers as needed for trips.
- Manage company-wide DOT program to ensure compliance.
- Review, edit, and write in-house vehicle policies.
- Train shuttle drivers and field Guides on all vehicle-related policies (in-house, DOT, CUA).
- Act as contact person and company authority for all vehicle-related insurance, DOT, and CUA business.
- Collect, organize, and turn in trip and program expense receipts to accounting as required.
- File and maintain pertinent vehicle paperwork.

- Act as warehouse Manager of the Day when scheduled, which includes briefing/debriefing of field staff, opening and closing of warehouse, answering warehouse phone, and ensuring groups returning from the field are accounted for.
- Produce end-of-season report detailing program strengths, weaknesses, opportunities, and recommendations.

Secondary Responsibilities

- Coordinate with Transportation Assistant 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.
- Other duties and projects as assigned by the Southwest Program Manager.

Qualifications: This is a fast-paced position that absolutely requires results in a timely manner. The successful candidate will have a college degree, be team oriented, task oriented, proficient at multitasking, pay attention to detail, and possess strong organizational and supervisory skills. Strong written, verbal, and computer skills are also required. 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. 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.