



**Job Title:** Trucking Manager  
**Department:** Aftermarket - Trucking  
**Reports To:** Regional Trucking Manager  
**Supervises:** Truck Drivers  
**Job Group:** First/Mid-Level Officials and Managers  
**Exempt or Non-Exempt:** Exempt

**Job Description:**

This individual will assist with the execution of the Central Trucking and Logistics initiative by managing transportation requests for assigned store locations. The primary goal is to efficiently transport goods while minimizing the time and effort required of the serviced locations.

At RDO Equipment Co., we make decisions thoughtfully, balancing the impact on each of our stakeholders, and enact those decisions according to each of our core values. In this way, we find purpose in our work and pride in our purpose.

**Specific Duties Include:**

- Service the transportation needs of the assigned group of RDO Equipment Co. locations by ensuring completion of all trucking requests.
- Optimize the use of the truck fleet by efficiently scheduling and prioritizing requests.
- Provide price quotes to serviced locations when requested.
- Serve as the point of contact for drivers with regard to job assignment, schedule, and procurement of permits.
- Comply with all regulations affecting the movement of goods.
- Maintain records to facilitate prompt and accurate billing. Coordinate the completion and documentation of maintenance on the assigned fleet of trucks.
- Notify management of repair and replacement needs.
- Communicate with outside vendors and equipment companies to maximize loads and outsource jobs when necessary.
- Execute all other processes established by and with the management team.
- Collect and provide feedback to improve processes and customer satisfaction.
- Ensure that appropriate communications take place throughout the location/s by facilitating/participating in monthly open-book meetings, conducting regular team meetings, encouraging an open-door policy, and proactively seeking feedback from team members.
- Foster an engaged work environment within the location/s, encouraging accountability, open communication, teamwork, and a commitment to serving the customer.
- Lead and manage all business and/or department activities related to ensuring the customer experience is positive and that all team members are committed to creating solutions and long term relationships with customers.

- Ensure that the company/location reputation and image in the community is consistent with RDO Integrated Controls Core Values, and that business relationships with all stakeholders are not compromised.
- Manage the evaluation, allocation, and management of physical and financial resources and administer the hiring, development/training, management, evaluation, and effective assignment of people resources.
- Responsible for ensuring that sound and safe business practices and processes are implemented and continuously improved to effectively and efficiently achieve ethical business objectives.
- Follow all safety rules and regulations while performing work assignments and adhere to all policies and procedures as specified in company manuals and as directed in the employee handbook.
- Proactively seek and participate in available company-sponsored training, in an effort to develop and advance knowledge base and skill set.
- Maintain a positive and professional working relationship with peers, management, and support resources, with a constant commitment to teamwork and exemplary customer service.
- Perform all other duties as assigned by management in a professional and efficient manner.

**Job Requirements:**

- Previous dispatch experience.
- Familiar with the transportation of large equipment including agricultural and industrial equipment.
- Knowledge of Department of Transportation rules and regulations preferred.
- Prior Management experience preferred.
- Self-starter.
- Excellent communication and customer service skills.
- Willing to work a flexible, fluid schedule, and be on-call.
- Proficient in the use of computers and other technology tools.
- Candidates must have valid work authorization and be able to work in the U.S. without company sponsorship.

**Essential Job Functions:**

<b>Activity</b>	<b>Never</b>	<b>Occasionally</b>	<b>Frequently</b>	<b>Constantly</b>
Hours Per Day	0 Hours	Up to 3 hours per day	3-6 hours per day	6-8+ hours
Sitting				X
Walking		X		
Standing		X		
Bending (neck)			X	
Bending (waist)		X		
Squatting	X			
Climbing	X			
Kneeling	X			
Crawling	X			
Twisting (neck)		X		
Twisting (waist)		X		
Hand Use: Dominant Hand Right ___ Left ___				

Is repetitive use of hand required?		X		
Simple Grasping		X		
Power Grasping	X			
Fine Manipulation	X			
Pushing/Pulling		X		
Reaching (above shoulder level)		X		
Reaching (below shoulder level)		X		
<b>Lifting:</b>				
0-10 lbs.			X	
11-25 lbs.	X			
26-50 lbs.	X			
51-75 lbs.	X			
76-100 lbs.	X			
<b>Carrying:</b>				
0-10 lbs.			X	
11-25 lbs.	X			
26-50 lbs.	X			
51-75 lbs.	X			
76-100 lbs.	X			
Driving cars, trucks, forklifts, other equipment?	X			