



# All States Asphalt, Inc.

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<b>Job Title:</b> Transportation Manager	<b>Reports to:</b> VP of Construction and Logistics
<b>Classification:</b> Salaried Exempt	<b>Revised:</b> October 2017

## Position Overview:

The primary function of this position is to oversee the dispatching operations of all equipment and vehicles that are operated. Coordinate the registering and permitting of all vehicles.

## Essential Duties and Responsibilities:

- Managing of all dispatch operations for delivery of ASA products and materials.
- Oversee drivers and maintain appropriate staffing levels.
- Ensure compliance of DOT rules and regulations, including the hiring, road testing, and coordinating annual driver's training.
- Responsible for permitting and registering of all ASA vehicles
- Responsible for Canadian customs truck rules and border crossings.
- Resolve all court issues related to truck citations
- Travel between locations required as well as occasional travel to meetings or to attend professional or technical meetings as expected.
- Must be able to respond to emergencies or scheduling needs throughout all working hours.
- Other duties as assigned

## Education/Experience Required:

A Bachelors degree preferred but not required and 7+ years of professional experience managing a logistics department preferably in heavy highway construction, literacy required, with proficiency in Microsoft Office software. Must be able to comprehend MSDS sheets and make good judgments. Excellent organizational, analytical, interpersonal, and communication skills. Will be required to travel and pass a physical and drug screen.

## Physical Demands

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is frequently required to stand, walk, sit and use hands, reach with hands and arms, handle, feel, talk listen and smell. The employee is occasionally required to climb or balance, stoop, kneel, bend, crouch or crawl. The employee must frequently lift and/or move up to ten pounds.

## Special Requirements

Responsible for company vehicle, therefore a valid driver license and clean driving record is required.

## Work Environment

The noise level in the work environment ranges from moderate in the office to occasionally loud at field locations.

## Supervisory Scope:

Responsible for overseeing dispatch and transport drivers.