



Employee Job Description		
Position Title: Trucking & Heavy Equipment Manager		
Position ID #		
Facility: Transportation Building		
Job Family: Maintenance	Comp Grade:	Status: FT

St. Croix Chippewa Indians of Wisconsin Leadership will strive to uphold the mission, vision, and values of the organization. They will serve as role models for staff and act in a people-centered, service excellence focused and results oriented manner.

Position Summary:

This position is a hands-on leadership role responsible for overseeing all aspects of trucking and heavy equipment operations, project execution, and workforce management. With extensive field experience, this position serves as both a technical expert and people leader – training employees, assigning, and overseeing projects, managing estimates and invoicing, development of client relationships, and ensuring safe, efficient, and profitable operations. This role blends operations management, business development, and technical oversight, and is critical to maintaining high standards of workmanship, safety, customer satisfaction, and financial performance.

Responsibilities:

- Oversee all trucking and heavy equipment projects from intake through completion
- Assign projects and daily work orders to operators, drivers, and technicians based on skill, availability, and priority
- Ensure projects are completed on schedule, within scope, and to quality standards
- Coordinate logistics, scheduling, dispatching, and equipment utilization
- Troubleshoot operational issues and provide hands-on support when needed
- All other duties assigned

Equipment Oversight & Maintenance

- Manage the condition, availability, and performance of all trucks, trailers, and heavy equipment
- Oversee preventative maintenance programs and repair schedules
- Diagnose mechanical issues and guide or perform repairs as needed
- Maintain accurate maintenance records and compliance documentation
- Collaborate with vendors and suppliers to source parts, services, and equipment

Estimating, Invoicing & Financial Oversight

- Collaborate closely with an administrative team member responsible for invoicing, estimating, and financial documentation
- Provide accurate job details, labor hours, equipment usage, and materials data to support estimating and billing
- Review estimates and invoices prepared by administrative staff for accuracy and completeness
- Track job costs, labor, and equipment utilization to ensure projects remain profitable
- Identify cost-saving opportunities and efficiency improvements

Client Relations & Business Development

- Seek out new work opportunities and build relationships with clients, contractors, municipalities, and partners
- Respond to bid requests and project inquiries in coordination with administrative staff
- Serve as the primary point of contact for clients during active projects
- Communicate job scope, changes, and completion details to support accurate estimating and invoicing
- Represent the company professionally in meetings, site visits, and negotiations

Leadership & Employee Management

- Train, mentor, and develop drivers, operators, mechanics, and support staff
- Establish performance expectations and conduct evaluations
- Address employee issues, discipline, scheduling, and staffing needs
- Promote a culture of accountability, teamwork, and professionalism
- Assist with hiring, onboarding, and workforce planning

Safety & Compliance

- Enforce all safety policies, DOT regulations, and industry best practices
- Conduct safety meetings, inspections, and incident investigations
- Ensure compliance with local, state, and federal regulations
- Maintain required certifications, permits, and operational documentation

Administrative & Strategic Duties

- Collaborate with administrative staff to maintain accurate records related to equipment, projects, employees, and clients
- Collaborate with the St. Croix Tribal Economic Development leadership on operational strategy and growth planning
- Develop and refine systems, procedures, and workflows
- Provide regular reporting on operations, performance, and opportunities
- Approve timecards, job summaries, and supporting documentation

Note: The essential functions are intended to describe the general contents of and requirements of this position and are not intended to an exhaustive statement of duties. Specific tasks or responsibilities will be documented as outlined by the incumbent's immediate manager.

Type of Supervisory Responsibilities: Direct supervision of trucking and heavy equipment crew members, with authority to hire, discipline, evaluate, and recommend termination of staff. Indirect supervision of subcontractors, suppliers, and vendors.

Supervisory Responsibilities: Supervisory duties include but are not limited to daily monitoring of staff performance and attendance; enforcing safety protocols and training; coordinating and assigning work activities; addressing employee concerns and performance issues; conducting evaluations; and ensuring project timelines and operational standards are consistently met.

Directly Reporting to: St. Croix Tribal EDC Executive Director

Matrix of INDIRECT Reporting: St. Croix Tribal EDC Board

Scope and Complexity:

Interacts with all levels of management and employees; often trusted with maintaining confidentiality and relaying highly sensitive messages, and appropriate application of business operations and practices.

Physical Demands/Environment Factors:

- Ability to operate trucks and heavy equipment safely
- Ability to work in shop, field, and office environments
- Willingness to work extended hours, weekends, or on call as needed
- Requires extensive standing and walking while sitting periodically
- Physical exertion may be required such as climbing, lifting, pulling, and twisting
- May be required to lift up to 50+ pounds
- Needs adequate visual acuity, ability to grasp and handle objects
- Need ability to communicate effectively through reading, writing, and speaking in person or on the telephone
- Will require off-site travel

Required Qualifications

- 5-10+ years of experience in trucking, heavy equipment operation, maintenance, or related field
- CDL (class a or B)
- Strong mechanical knowledge of trucks and heavy equipment
- Experience with estimating, job costing, and invoicing
- Working knowledge of DOT regulations and safety standards
- Must have valid driver's license and be insurable
- Proficiency level of education typically gained through a high school diploma or GED
- Requires skill in conflict resolution and team building
- Must have demonstrated ability to work collaboratively with all levels of employees and managers
- Needs commitment to timeliness and attention to detail
- Background check is required

Preferred Qualifications:

- Proven leadership and supervisory experience
- Excellent organizational, communication, and problem-solving skills
- Ability to lead by example and work hands-on when necessary
- ASE certification or equivalent mechanical training
- Prior experience in business development or client management

- Experience with a Native American Tribal organization and/or not-for-profit agency desirable

Native American Preference Given in Accordance with P.L. 93-638 and Amendments

EEPID	Employee Printed Name	Employee Signature	Date
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Supervisor Printed Name	Supervisor Signature	Date
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*These are expected to be updated regularly as responsibilities come and go and will be used to notify employees annually. All signatures are required.