



Mennonite Disaster Service

Position open

Position Title: Fleet and Logistics Manager (FLM)

Job Status: Full-Time/Exempt

Location: Lititz, PA

Wage: \$70,113 – \$87,159

Revised: April 29, 2025

Primary Responsibility

Oversee all functions related to managing the MDS vehicles and equipment, and MDS warehouses in Columbus, MS and Lititz PA.

Reporting Relationships

Reports to the Field Operations Manager (FOM)

Direct Report

Warehouse and Equipment Coordinators

Fleet and Logistics Administrative Assistant

Responsibilities

1. Fleet and Equipment Management –

Manage vehicles/trailers, equipment and tools

- Develop and implement a strategy for the acquisition and disposition of all vehicles/trailers, equipment and tools
- Manage budgeting, logistics, contracts, maintenance, fuel usage, and safety standards for all vehicles and equipment
- Ensure compliance with all federal, state and local regulations as they pertain to vehicles and equipment
- Monitor vehicle incident reports, file and process vehicle insurance claims, investigate vehicle accident causes and impact, and take corrective action
- Oversee the recruitment, coordination and management of staff and volunteers who assist with moving and maintaining vehicles and equipment

2. Warehouse Management –

- Provide supervision and support to the Warehouse and Equipment Coordinators
- Manage and control MDS inventory and maintain standard inventory lists for tool trailers and project supplies
- Oversee the recruitment, coordination and management of staff and volunteers who assist with warehouse activities.

3. Project Logistics Management -

- Manage movement of vehicles, equipment, tools and supplies for projects
- Oversee the logistics of project site planning/development, set-up, and closing, in collaboration with the Field Operations team and project leadership

4. Other Responsibilities

- Oversee mobile device account for staff and volunteers
- Establish partnerships with commercial vendors and service providers
- Participates on the MDS Safety and Risk Management team
- Participate in general staff meetings and calls
- Other tasks as assigned

Qualifications:

- Knowledge of and passion for the MDS mission, vision and core values
- Commitment to the Anabaptist faith and peace position and active in an Anabaptist church
- Demonstrated commitment to the MDS lifestyle expectations and Anabaptist shared Convictions as outlined in the Employee Policy Handbook
- Three to five years of fleet management, inventory control, or construction management experience required
- Requires a two-year post-secondary degree or equivalent training
- Requires six months or more experience working with people of another culture

Essential Skills:

- Demonstrated computer literacy including familiarity with fleet management software and Microsoft Office Suite
- Ability to take initiative, plan and follow through while maintaining great flexibility
- Willingness to travel (up to 25% time)
- Interacts and communicates well with people
- Proven problem-solving skills
- Knowledge of DOT requirements
- Physical requirements: Work involves some physical exertion, such as recurring bending, or reaching, and requires recurring moving of items weighing between 20-50 lbs.
- Work environment: Involves moderate risks or discomforts which require special safety precautions.

To apply for a job based in the United States please send your cover letter and resume to jobs@mds.org or mail them to:

Mennonite Disaster Service
Attn: Human Resources
583 Airport Road
Lititz, PA 17543