Job Title: Logistics Manager
Department: Logistics
Employment classification: Full-time position, Exempt
Schedule: M-F, between 8:00-5:00
Location: Roaring Fork Valley or Vail Valley
Compensation: 80,000-95,000/year

Job Summary:

This employee oversees and optimizes the logistics and supply chain of the company to promote efficiency and contain costs in alignment with company growth. This role is responsible for managing company property, locations, and fleet to protect the value of these assets, reduce risk, and promote safety. This employee is responsible for communication and scheduling for all internal and external teams or vendors to maintain company assets and logistic operations. Enrich customers' lives by providing a quality customer-driven experience.

General Requirements:

1 5-7 years of experience in logistics, supply chain, building supervision or distribution
2 Colorado Driver's License and clean driving record to enable commercial insurance coverage
3 Proficient knowledge of Microsoft Excel, Word and Outlook
4 Previous experience leading continuous improvement and cost-savings initiatives within a scaling organization
5 3-5 years of strong people management experience
6 Previous experience managing multi-location facilities or scaling a logistics operation alongside the company's growth is a plus
7 Six Sigma, Lean, or OSHA certification is a plus

Physical Requirements:

1. Must be able to lift and carry 80+ pounds
2. Must be able to lift 50+ pounds repetitively
3. Must be able to navigate uneven, rocky, mountainous terrain and stairs
4. Must be able to bend and stoop to access certain areas
5. Must be able to climb ladders/stepstools
6. Must be able to shovel heavy snow for 15 minutes or longer
7. Job duties may include standing/sitting for 8 hours a day

Logistics Operations

1. Lead and optimize shipping, receiving, inventory, and fulfillment operations across multiple locations
2. Oversee all inbound/outbound logistics and manage relationships with third-party logistics and carriers
3. Monitor and improve logistics KPIs including shipping cost per order, inventory accuracy, and on-time delivery
4. Collaborate with procurement and inventory teams to ensure a smooth and scalable supply chain and inventory levels
5. Develop SOPs for warehouse processes, implement cost-saving strategies, and drive operational efficiencies
6. Manage departmental budgets and identify opportunities for savings through efficiency and automation
7. Support company growth through recommendations and decision-making of site expansion/reduction planning, equipment upgrades, and relocation projects
8. Supervise inventory counts, internal supply chain, and accuracy initiatives across company locations

Logistics Strategy

1. Oversee the Logistics Planning function, which includes responsibility for logistics cost forecasting, budget management, and capacity modeling
2. Drive continuous improvement using Lean principles to enhance logistics and multi-facility operations
3. Build logistics strategies including carrier diversification, freight consolidation, and inventory buffer planning
4. Maintain and integrate logistics software systems for real-time visibility and data-driven decision-making
5. Oversee returns management systems to optimize processing and recovery
6. Align logistics strategy with company scaling objectives and operational processes and goals

Facility & Property Management

1. Oversee company sites and facilities, ensuring organization, safety, cleanliness, space optimization, and regulatory compliance

2. Manage preventive maintenance, repairs, landscaping, snow removal, and building safety
3. Supervise the internal facilities team and coordinate external contractors for specialized maintenance
4. Ensure building systems (HVAC, plumbing, electrical, fire protection) are properly maintained and documented
5. Maintain safety and emergency plans, blueprints, and compliance with building codes, local regulations, and fleet regulations/DOT
6. Lead the company safety committee to promote employee safety and reduce accidents

Property Oversight

1. Plan and execute preventive maintenance programs and capital improvement projects
2. Allocate and manage building and warehouse space to meet operational needs
3. Conduct facility inspections, address hazards, and ensure OSHA and health/safety compliance
4. Respond promptly to emergency maintenance and facility issues
5. Oversee facility security measures, access controls, and tenant/landlord communications

Vendor & Budget Management

1. Manage vendor relationships for services such as janitorial, snow removal, pest control, and security across the company
2. Negotiate and administer vendor contracts in alignment with operational goals and budget requirements
3. Ensure consistent and timely vendor scheduling and service quality to maintain a safe and efficient environment
4. Serve as the main contact for all internal and external tenants, landlords, and property management matters

Fleet Management

1. Maintain an updated fleet and equipment inventory, ensuring vehicles are inspected, clean, and properly registered
2. Coordinate administration of all fleet service, detailing, drop-offs, and pick-ups with vendors
3. Support fleet operations by addressing employee requests and aligning use with company priorities
4. Document all maintenance and repairs of fleet for accurate decision making and strategy

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Follow all policies and procedures of Colorado Poolscapes, Inc.

- located in the employee handbook and fleet manual

Supervision received:

- Works under CEO

Team Collaboration:

- Direct Manager – daily
- Department Managers – as needed
- Vendors – as needed
- Employees – as needed

Core Focus:

Enriching Lives – We believe that we enrich our employees, owners, clients, and vendors by using our core values and doing the right thing.

Core Values:

Quality (Workmanship/Efficiency/Present ideas and solutions)
Does Right Thing (Honesty/Integrity)
Customer Driven (Customer service, Communication)
Team Player (Works well with others, Positive attitude)
Initiative (Self-motivated, Innovative)
Dedicated (Hardworking/Engaged)