

## Operations/Office Assistant | D Lines, Inc.

**Location:** Altamont, Illinois

**Job Type:** Full-Time Position

**Pay:** \$20–\$25 per hour, with additional pay based on experience and skills

**Schedule:** Monday–Friday, plus some weekends and on-call availability

**Benefits:** Paid Holidays, IRA with Company Match (after 1 year), and Paid Time Off

### About D Lines, Inc.

D Lines, Inc. is a trusted name in local and regional transportation, proudly serving the civil construction, petroleum, and agriculture industries. As we continue to grow, we have created a new position for our Altamont, IL office. We are seeking a highly organized, detail-oriented **Operations/Office Assistant** to support our daily business operations. This role plays a vital part in ensuring smooth workflows across administrative and operational tasks.

### Position Overview:

The Operations/Office Assistant plays a vital role in supporting the daily operations of D Lines, Inc. This position involves managing administrative tasks, assisting with payroll processing, and ensuring smooth communication between drivers, staff, and leadership. The ideal candidate is highly organized, detail-oriented, and capable of multitasking in a fast-paced environment. This role also includes maintaining accurate records, monitoring compliance with regulations, and supporting operational processes to enhance overall efficiency.

### Key Responsibilities:

- **Operational Support:** Use dispatch and web-based programs to support scheduling and logistics.
- **Team Collaboration:** Provide support to staff and drivers to enhance overall business efficiency.
- **Payroll Support:** Assist with weekly payroll processing, ensuring accurate and timely driver payments.
- **Administrative Tasks:** Perform general office duties, including data entry, record-keeping, and document management.
- **Compliance Monitoring:** Stay updated on applicable laws, regulations, and company policies.
- **Other Duties:** Take on additional responsibilities as needed to support company operations.

### Qualifications & Skills

- **Education:** High school diploma or GED required; college experience is a plus.
- **Experience:** Previous experience in transportation, agriculture retail, or technical support is preferred.
- **Computer Skills:** Strong proficiency in Microsoft Office Suite (Excel, Word) and web-based platforms.
- **Communication:** Excellent written, verbal, and interpersonal communication skills.
- **Time Management:** Ability to multi-task, prioritize, and problem-solve in a fast-paced environment.
- **Geographical Knowledge:** Familiarity with the surrounding area for logistics and scheduling.
- **Team-Oriented:** A collaborative mindset with a strong desire to get things done efficiently.

### We offer:

- Competitive pay starting at \$20–\$25 per hour, with additional pay based on experience and skills.
- Paid holidays, PTO, IRA with company match (after 1 year)
- Stable & supportive work environment with professionals who value safety, integrity, and collaboration.

## Fleet/Shop Manager & Service Writer

**Location:** Altamont, Illinois

**Job Type:** Full-Time Position

**Pay:** \$20–\$25 per hour, with additional pay based on experience and skills

**Schedule:** Monday–Friday, plus some weekends and on-call availability

**Benefits:** Paid Holidays, IRA with Company Match (after 1 year), and Paid Time Off

### About D Lines, Inc.

D Lines, Inc. is a trusted name in local and regional transportation, proudly serving the civil construction, petroleum, and agriculture industries. As we continue to grow, we have created a new position for our Altamont, IL office. We're seeking a **Fleet/Shop Manager & Service Writer** who will oversee the maintenance and repair of our fleet, ensuring our trucks, trailers, and equipment operate safely, efficiently, and in full compliance with industry standards.

### Position Overview:

The Fleet/Shop Manager & Service Writer plays a key role in managing the daily operations of the D Lines shop. This position involves 75% office/desk work and 25% hands-on shop work, ensuring efficient workflows, effective communication, and high-quality repairs. The manager will oversee shop staff, coordinate service schedules, handle driver inquiries, and maintain a safe, clean, and organized shop environment while ensuring profitability.

### Key Responsibilities:

- **Fleet Maintenance & Repair:** Inspect, diagnose, and oversee repairs for Class 8 trucks, propane and anhydrous ammonia tank trailers, agriculture trailers, liquid asphalt tankers, heavy-duty equipment, and automobiles.
- **Shop Operations:** Manage daily shop activities, ensuring an efficient workflow and high-quality results.
- **Team Leadership:** Assign repair jobs to technicians, monitor progress, and provide support as needed.
- **Inventory Management:** Maintain accurate records of repairs, parts, and inventory while managing vendor relationships.
- **Electrical Troubleshooting:** Diagnose and resolve complex electrical issues on equipment.
- **Driver & Staff Support:** Communicate effectively with drivers and staff, addressing inquiries and concerns promptly.
- **Compliance & Safety:** Ensure all equipment meets DOT and company safety standards.
- **Scheduling & Work Assignment:** Create and manage maintenance schedules, assigning tasks to shop staff

### Qualifications & Skills

- **Education:** High school diploma or GED required.
- **Experience:** Previous experience in heavy-duty diesel and mechanical repair, preferably in a managerial role.
- **Certifications:** Industry-specific certifications or training are a plus.
- **Technical Expertise:** Strong understanding of mechanical and electrical repair processes, including labor times and parts sourcing.
- **Software Proficiency:** Experience with repair shop management software, Microsoft Office (Excel, Word), and web-based platforms.

- Communication: Excellent written, verbal, and interpersonal communication skills.
- Leadership: Proven ability to manage staff, coordinate schedules, and maintain a positive work environment.
- Organizational Skills: Ability to multi-task, stay organized, and work efficiently in a fast-paced setting.
- CDL: Class A CDL preferred but not required.
- Drug Screening: Must pass pre-employment and random drug screenings.

We offer:

- Competitive pay starting at \$20–\$25 per hour, with additional pay based on experience and skills.
- Paid holidays, IRA with company match after one year, and paid time off.
- Stable environment with consistent work and a great reputation in the industry.
- A team-oriented culture with professionals who value safety, integrity, and collaboration.