

DIRECTOR OF TRANSPORTATION, SHIPPING AND RECEIVING

GENERAL STATEMENT:

Responsible for managing and conducting the college's automotive fleet maintenance and shipping and receiving activities, including inventory control, freight management, and document archival and destruction for the Athens campus.

REPORTS TO:

Assistant Vice President of Facilities Management

OCCUPATIONAL GROUP:

Paraprofessional

FLSA: Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

High school diploma or GED. Associate's Degree preferred.

LICENSE OR CERTIFICATION:

Texas CDL driver license.

OTHER:

Standard hours for the position are Monday through Friday, 7:30am - 4:30pm. Additional and/or alternate hours are occasionally required including weekend, early morning or evening hours.

EXPERIENCE:

Four (4) years experience in automotive servicing in a fleet or commercial environment required including maintenance and repair of engines, transmissions, batteries, belts, tune-ups, alternators, starters, disk brakes and lighting replacements. DC electrical wiring, troubleshooting and installation experience required. Freight handling experience including operation of fork lift, pallet jack, and hand cart required. Knowledge of shipping and receiving, inventory control, and asset security processes and procedures strongly preferred. Experience with industrial floor and hydraulic vehicle lifts preferred. Microsoft Office (Excel, Word, Outlook) experience and knowledge of office clerical procedures helpful. Previous related supervisory experience preferred.

DUTIES AND RESPONSIBILITIES:

Supervision and Management:

- Direct the activities of the Transportation Assistant and the Inventory Control Clerk.
- Monitor and control expenditures in areas of responsibility including compliance with budgetary, purchasing, and payment approval processes.
- Perform other duties as assigned by the Assistant Vice President of Facilities Management.

Transportation:

- Perform and/or assist TS&R staff in performing the following:
 - Maintain the college's fleet vehicles in such a manner that the safety and well-being of TVCC students, faculty and staff is paramount.
 - Assist college faculty and staff with vehicle needs including assessment of vehicle availability and fit-for-purpose assignments.
 - Perform vehicle servicing including engine and transmission oil/filter service, air filter changes, chassis lubrication, check of operational safety, fluid levels, tire pressure and condition, change flat tires, tire rotation.

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- Ensure proper operation of lights, fuses, fan belts, batteries, starters, alternators, engine peripherals, exhaust system, windshield wiper blades; perform engine tune-ups; wash and vacuum vehicles.
- Troubleshoot and correct interior and exterior cosmetic irregularities.
- Maintain vehicle safety and inspection records.
- Address any other issues that affect a vehicle's safe, efficient and effective operation.
- Order and maintain adequate supply of gasoline, oil, tires, and repair parts for all vehicles.
- Maintain gasoline and diesel storage tanks.
- Maintain necessary records, including vehicle usage, gasoline usage and hazardous waste.
- Coordinate major repairs with external service providers; evaluate their service recommendations.
- Insure vehicles comply with applicable laws and regulations.
- Advise administration on vehicle purchases and fleet rotation.
- Direct and assist with vehicle scheduling.

Shipping and Receiving:

- Perform and/or assist TS&R staff in performing the following:
 - Load and unload freight by hand, pallet jack, and fork lift.
 - Monitor incoming and outgoing TVCC shipments.
 - Secure goods awaiting pickup or delivery.
 - Package (assemble, address, stamp, etc) goods for shipment.
 - Receive, unpack, verify and record incoming goods, examining contents and comparison with records such as manifests, invoices, or purchase orders, to verify accuracy of incoming or outgoing shipment.
 - Determine best shipping methods, using knowledge of shipping procedures, routes, and rates.
 - Record shipment data such as weight, charges, space availability, damages and discrepancies, for accounting and recordkeeping purposes.
 - Maintain contacts with carrier representatives to issue instructions for shipment of goods and to rectify problems such as damages, shortages, etc.
 - Requisition and store shipping materials and supplies.
 - Pick up and deliver shipments to and from college departments.
 - Direct and assist Inventory Control Clerk in maintaining the college's inventory records.
 - Work with Information Technology and Administration to develop improved inventory control procedures, processes and systems.
 - Manage the document archival and destruction process for the college.

PHYSICAL REQUIREMENTS:

- May be required to lift, push, or pull fifty (50) pounds repeatedly during a normal work day.
- May be exposed to mechanical or chemical hazards.
- May be subjected to motor and machine noise.

The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.

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Employee's Signature

Date

Supervisor's Signature

Date

All TVCC positions are security sensitive and require a criminal background check.

Approved: 10/21/2010

Revised:

JD471