

## **SUPERVISOR OF TRANSPORTATION**

### **GENERAL STATEMENT:**

Supervise and perform the maintenance and servicing of college vehicles and perform related transportation duties.

### **REPORTS TO:**

Vice President of Administrative Services

### **OCCUPATIONAL GROUP:**

Skilled Crafts

### **FLSA:** Exempt

### **QUALIFICATIONS FOR APPOINTMENT:**

#### **EDUCATION:**

High school diploma or GED.

#### **LICENSE OR CERTIFICATION:**

Texas CDL license

#### **EXPERIENCE:**

Two to three years work experience in field of automotive maintenance and repair. Some knowledge of electrical wiring and small equipment repair. Supervisory experience. Forklift operation experience. Microsoft Office (Outlook, Excel, Word) basic skills helpful but not required.

#### **OTHER:**

Standard hours for the position are 5:00 a.m. to 3:00 p.m. Monday – Friday. Additional and/or alternate hours during early mornings, evenings, weekends, or holidays may be required occasionally.

### **DUTIES AND RESPONSIBILITIES:**

- Insure all vehicles are safe to operate.
- Maintain and service vehicles, including checking and changing fluids, belts, lights tires, etc., keep vehicles clean and maintain current safety inspections.
- Insure vehicles are ready when needed as directed by scheduler; assist with scheduling.
- Troubleshoot and diagnose vehicle malfunctions.
- 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 activities of Transportation/Inventory Control Assistant.
- Provide forklift services to assist in unloading freight, moving heavy equipment, etc.

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- Serve as backup for Director of Plant Operations including providing work direction to craftspeople, custodial and grounds personnel in the Director's absence.
- Other duties as assigned by Vice President of Administrative Services.

**PHYSICAL REQUIREMENTS:**

- May be required to lift, push, or pull fifty (50) pounds.
- May be exposed to mechanical or chemical hazard.
- 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*

*Approved: 02/08/95*

*Revised: 10/29/08*

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