



Trinity Valley Community College

Job Description

Director of Transportation and Logistics

COMMITMENT TO MISSION

This job carries with it the obligation to uphold the Mission of Trinity Valley Community College (TVCC) in carrying out the duties of the position. A commitment to positive interpersonal behaviors, professional communication, diversity, integrity, leadership, stewardship, respect and accountability to TVCC students and employees is essential.

PRIMARY PURPOSE:

Responsible for managing the colleges automotive fleet, asset control, document archival, sensitive document destruction, and logistical programs.

REPORTS TO:

Vice President of Administrative Services & CFO

SUPERVISES:

Transportation and Logistics Department

EDUCATION AND EXPERIENCE QUALIFICATIONS:

EDUCATION REQUIRED:

High school diploma or GED

PREFERRED:

Associate's Degree

EXPERIENCE REQUIRED:

Four (4) years' experience in a fleet or commercial environment including maintenance and repair. Freight handling experience including operation of fork lift, pallet jack, and hand cart. Experience with DC electrical wiring, troubleshooting and installation.

PREFERRED:

Experience with shipping and receiving, inventory control, and asset security processes and procedures. Experience with industrial floor and hydraulic vehicle lifts.

OTHER LICENSES OR CERTIFICATIONS:

Valid Texas CDL, without restrictions. Lift Truck Training and Certification, or acquisition thereof within first 60 days of employment. Acquire and maintain Class A Texas Commission on Environmental Quality Facility Operator License. Acquire and maintain Class B Texas Commission on Environmental Quality Facility Operator License. Acquire and maintain Class C Texas Commission on Environmental Quality UST Certification.

KNOWLEDGE AND SKILLS REQUIRED:

- Typing/Data Entry
- Computer software proficiency – Microsoft Office
- Operating equipment – office or otherwise
- Written and oral communication
- Interpersonal and/or customer service skills
- Basic Math
- Leadership/ Management
- Attention to detail
- Time management
- Organization
- Federal Regulations and Directives
- Operational Systems and procedures
- Budget and accounting principles
- Compliance Law
- Administrative practices

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required. Job Descriptions may be subject to change.

RESPONSIBILITIES:

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



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- Maintain the college's fleet vehicles in such a manner that the safety and well-being of the public and our TVCC students, faculty and staff are paramount.
- Oversee and perform the 15-passenger van driver evaluation operations.
- Assist college faculty and staff with vehicle needs including assessment of vehicle availability, scheduling and fit-for-purpose assignments.
- Perform vehicle servicing as needed.
- Troubleshoot and correct interior and exterior cosmetic irregularities.
- Maintain vehicle safety and inspection records.
- Order and maintain adequate supplies and parts.
- Manage the college fuel storage tanks, and dispensing under state and federal guidelines.
- Maintain necessary records, including vehicle usage, fuel 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.
- Manage and process driver complaints from outside the college.
- Supervise TVCC Fleet owned or leased vehicle crash investigations.
- Manage College Asset Control Operations.
- Manage the Texas Commission on Environment Quality (TCEQ) UST Program for the college.
- Manage the TCEQ UST investigation reporting.
- Oversee UST 1 (10,000 gallon underground fuel storage tank) maintenance and certifications.
- Secure and move heavy loads on trailers and in freight vehicles.
- Roadside assistance on-call 24/7 including vehicle repairs, vehicle exchanges, and passenger recovery operations.
- Police emergency vehicle equipment installation and repairs.
- Load and unload freight by hand, pallet jack, and fork lift.
- 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.
- Pick up and deliver shipments to and from college departments.
- Manage the document archival and destruction process for the college.
- Direct and assist staff in maintaining the college's inventory records.
- Investigate lost or missing freight and/or packages
- Perform other duties as assigned by the Vice President of Administrative Services or other authorized personnel.

SUPERVISOR RESPONSIBILITIES:

- Accomplishes department objectives by supervising staff and organizing and monitoring work processes.
- Maintains staff by recruiting, selecting, orienting, and training employees and developing personal growth opportunities.
- Accomplishes staff job results by coaching, counseling, and disciplining employees.
- Plans, monitors, and appraises job performance annually, and provides constructive feedback and coaching.
- Implements and enforces systems, policies, and procedures.

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- Maintains safe and healthy work environment by establishing and enforcing organization standards and adhering to legal regulations.
- Completes operations by developing schedules, assigning and monitoring work, and gathering resources, implementing productivity standards, resolving operations problems, maintaining reference manuals, and implementing new procedures.
- Controls expenses by gathering and submitting budget information, scheduling expenditures, monitoring variances, and implementing corrective actions.
- Ensure quality and customer service standards are adhered to as a department.
- Contributes to team effort by accomplishing related results as needed.
- Setting goals for performance and deadlines in ways that comply with the college's plans and vision
- Organizing workflow and ensuring that employees understand their duties or delegated tasks

WORKING CONDITIONS:

TOOLS/EQUIPMENT USED:

- Standard office equipment
- Personal computer and peripherals
- Multi-line phone system
- Copier
- Light Van
- Seat Belts
- Shoulder Harness
- Safety Equipment
- Fire Extinguisher
- Shuttle Bus
- Box Truck
- Lift Trucks
- Tractor
- Vehicle Lifts
- Cellular Phone
- Ladder
- Small Hand Tools
- Hand Saws
- Power Tools
- Torque Wrench
- Drills
- Drill Press
- Grinder
- Air Impact Tools
- Welding Torch
- Jacks
- Lift Equipment
- Tire Repairing Equipment
- Automotive Diagnostic Equipment
- Automotive Body Repair Tools
- Air Sprayer
- Fax machine

PHYSICAL DEMANDS:

- Requires: Climbing, Balancing, Stooping, Kneeling, Crouching, Crawling, Reaching , Standing, Walking Pushing Pulling, Lifting , Fingering Grasping, Feeling, Talking, Hearing, Seeing, Repetitive Motions, Sedentary Work to Very heavy Work, Computer Work

MENTAL DEMANDS:

- Hazardous Physical Conditions: 25-50% of the time
- Atmospheric Conditions: More than 50% of the time
- Hazardous Materials: Less than 25% of the time
- Extreme Temperatures: 25-50% of the time
- Inadequate Lighting: More than 50% of the time
- Work Space Restricts Movement: 25-50% of the time
- Intense Noise: 25-50% of the time
- Environmental: Less than 25% of the time
- Emotional control under stress: Less than 25% of the time
- Frequent interruptions: More than 50% of the time

OTHER DEMANDS:

None

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

Employee's Signature

Date

Supervisor's Signature

Date

Approved: 7/18/01

Revised: 10/20/2021

Classification:	Administration	Coordinating/Non-Coordinating:	C
FLSA Status:	Exempt	TVCC Job Code:	1593
DBM:	C	Travel Required:	Less than 25% of the time
IPEDS/SOC CODE:	11-3071	Employment Status:	Full-Time
Salary Range:	210	Length:	12 Months
FUND:	001	TRS POS. CODE	TRS 01

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