



# Trinity Valley Community College

## Job Description

### Transportation and Logistics Specialist

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#### 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:**

Maintain college fleet vehicles. Ship, receive, deliver and move freight, furniture and equipment. Perform tasks associated with asset control, vehicle scheduling, and other logistics functions.

#### **REPORTS TO:**

Director of Transportation & Logistics

#### **SUPERVISES:**

None

#### **EDUCATION AND EXPERIENCE QUALIFICATIONS:**

##### **EDUCATION REQUIRED:**

High school diploma or GED

##### **EXPERIENCE REQUIRED:**

One (1) year of work-place experience in vehicle fleet maintenance, logistics, freight, or asset control. CDL Class B license required, or within 6 months of employment.

##### **PREFERRED:**

Ten (10) years' experience in driving vehicles

#### **OTHER LICENSES OR CERTIFICATIONS:**

Valid Texas Driver License without restrictions which could prevent employee from performing duties and responsibilities. Maintain a Motor Vehicle Record (MVR) commensurate with that of departmental requirements for operation of college owned or leased vehicles. Fork lift certification required or within 6 months of employment.

#### **KNOWLEDGE AND SKILLS REQUIRED:**

- |  |                                      |
|--|--------------------------------------|
| • Typing/Data Entry                                | • Leadership/ Management             |
| • Computer software proficiency – Microsoft Office | • Attention to detail                |
| • Operating equipment – office or otherwise        | • Time management                    |
| • Written and oral communication                   | • Organization                       |
| • Interpersonal and/or customer service skills     | • Federal Regulations and Directives |
| • Basic Math                                       | • Operational Systems and procedures |
|  | • 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:**

- Perform all tasks effectively and efficiently with a focus on safety and customer service.
- Disinfect all college fleet vehicles for the safety of employees as well as the students upon entering the vehicle to perform maintenance tasks (Put on a 3 layer mask as well as latex gloves, using a microfiber towel and disinfectant spray, spray and wipe all touchable areas as well as all other surfaces that are able to be disinfected.)

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



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- Perform preventive maintenance tasks and daily preoperational inspections of the college fleet vehicles with a focus on vehicle safety including fluid and tire pressure level correction, window and windshield cleaning, vehicle body and interior cleaning and protection, engine oil and oil filter servicing, air filter replacement, chassis lubrication, lamp/fuse/ battery/windshield wiper replacement, and tire rotation.
- Load and unload freight by hand, pallet jack, and fork lift methods.
- Deliver shipments received through Central Receiving to the recipients.
- Maintain accurate and timely documentation (both electronic and written) for inbound and outbound shipment reporting and labeling, vehicle maintenance logs, vehicle request and usage forms, and asset control.
- Move furniture and heavy equipment utilizing one-person/two-person lifting techniques, pallet jacks, lift trucks, hand trucks, delivery vehicles, and furniture dollies.
- Perform on-location asset control reviews.
- Assist director with vehicle scheduling and asset control system data entry and maintenance.
- May be required to drive buses for college events/athletics, as needed.
- Serve as backup for other staff members.
- Other duties as assigned by appropriate supervisory personnel.
- Work assigned schedule and comply with timekeeping policy.
- Maintain confidentiality of information.

#### WORKING CONDITIONS:

##### TOOLS/EQUIPMENT USED:

- |                                     |                    |
|-------------------------------------|--------------------|
| • Standard office equipment         | • Seat Belts       |
| • Personal computer and peripherals | • Cellular         |
| • Calculator                        | • Small Hand Tools |
| • Multi-line phone system           | • Lift Equipment   |
| • Copier                            | • Fax machine      |
| • Light Van                         |                    |

##### PHYSICAL DEMANDS:

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

##### MENTAL DEMANDS:

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

##### OTHER DEMANDS:

- May require modified hours and overnight trips

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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: 2/15/2022*

<b>Classification:</b>	Staff	<b>Coordinating/Non-Coordinating:</b>	NC
<b>FLSA Status:</b>	Non-Exempt	<b>TVCC Job Code:</b>	1597
<b>DBM:</b>	A	<b>Travel Required:</b>	25-50% of the time
<b>IPDEDS/SOC CODE:</b>	53-6099	<b>Employment Status:</b>	Full-Time
<b>Salary Range:</b>	145	<b>Length:</b>	12 Months
<b>FUND:</b>	001	<b>TRS POS. CODE</b>	TRS 01

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