

TRANSPORTATION AND LOGISTICS SPECIALIST

GENERAL STATEMENT:

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

OCCUPATIONAL GROUP:

Auxiliary

FLSA: Non-Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

High school diploma or GED required

LICENSE OR CERTIFICATION:

- Valid Texas Driver License without restrictions which could prevent employee from performing duties and responsibilities.

EXPERIENCE:

One (1) year of work-place experience preferred in the following:

- Customer service.
- Basic computer skills including ability to use email and internet, navigate screen input, populate electronic forms, and file electronic documents using Microsoft Office.

OTHER:

- Must pass a driving background review and maintain an acceptable status.
- Maintain a Motor Vehicle Record (MVR) commensurate with that of departmental requirements for operation of college owned or leased vehicles.
- May require night and weekend hours.
- Ability to learn and safely operate a forklift and other delivery devices.
- Ability to learn and effectively complete vehicle preoperational inspections and corrections.
- Ability to learn and safely accomplish vehicle servicing procedures.

DUTIES AND RESPONSIBILITIES:

- Perform all tasks effectively and efficiently with a focus on safety and customer service.
- 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.
- Serve as backup for other staff members.
- Other duties as assigned by appropriate supervisory personnel.
- Work assigned schedule and comply with timekeeping policy.

TRANSPORTATION AND LOGISTICS SPECIALIST

- Maintain confidentiality of information.

PHYSICAL REQUIREMENTS

- Must be able to make deliveries by walking, climbing stairs, and using a hand cart for substantial distances.
- Will be subjected to motor and machine noise.
- Exposure to dust, chemicals, fuel, petroleum, noise, vibration, and all types of weather.
- Must be able to lift, move, and hand carry 70 pounds and safely maneuver packages, freight, or furniture above 70 pounds with appropriate equipment and /or assistance from another person.
- Will be required to work outside in heat or cold.

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.

Employee's Signature

Date

Supervisor's Signature

Date

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

*Approved: 12/12/2017
JD597*

Revised: