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## Auburn University Job Description

Job Title: **Supv, Transit Services**

Job Family: No Family

Job Code: **EA50**

Grade TR09 \$32,000 - \$44,800

FLSA status: Non-exempt

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### Job Summary

Responsible for overseeing the day-to-day transit which includes scheduling, safety, number of buses in operation and customer satisfaction. This position also is responsible for the scheduling and supervision of the Tiger Transit personnel in the operation of the employee shuttle, accessibility shuttle and evening shuttle. May be responsible for overseeing the day-to-day operation of the War Eagle Express, scheduling student drivers in the operation of the carts, safety, and number of carts in operation.

### Essential Functions

1. Oversees the day-to-day activities of the transit vendor or War Eagle Express which include safety, schedule, number of buses/carts in operation and customer satisfaction.
2. Assists in implementing changes to the Transit system or War Eagle Express operation.
3. Assists in the special transit requirements of the University.
4. Provides reports on the War Eagle Express or transit vendor's performance.
5. Assists in the performance of liaison duties, with various campus organizations concerning transit issues.
6. Ensures issues affecting major operations are communicated to the Tiger Transit office and to the transit vendor.
7. Schedules and supervises Tiger Transit or War Eagle Express personnel in operation of shuttle/carts services, charter services and game day operations.
8. May schedule routine maintenance and repairs for War Eagle Express to ensure that carts are charged and available when needed.

### Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

*The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.*

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### Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
<b>Education</b>	High School	High School Diploma or equivalent
<b>Experience (yrs.)</b>	3	Experience in transit services including experience in the coordination of people and resources.

#### Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

#### Substitutions allowed for Experience:

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

#### Minimum Required Knowledge

Knowledge of transit systems and Occupational Safety and Health Administration (OSHA) regulations.

#### Certification or Licensure Requirements

Valid Driver's License and Commercial Driver's License (CDL) required.

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### Physical Requirements/ADA

Regularly involves lifting, bending or other physical exertion. Often exposed to one or more elements such as heat, cold, noise, dust, dirt, chemicals, etc., with one often to the point of being objectionable. Injuries may require professional treatment.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires standing, walking, talking, hearing, handling objects with hands, and lifting up to 25 pounds.

Job occasionally requires sitting, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 50 pounds.

Vision requirements: Ability to see information in print and/or electronically, ability to distinguish colors.

Date: 4/29/2019

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