AUBURN
Human Resources

Dir, Transportation Services

Job Description

JOB INFORMATION

Job Code	EA03
Job Description Title	Dir, Transportation Services
Pay Grade	TR19
Range Minimum	$85,690
33rd %	$108,540
Range Midpoint	$119,960
67th %	$131,390
Range Maximum	$154,240
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	4/4/2023

JOB FAMILY AND FUNCTION

Job Family:	Transportation
Job Function:	Parking & Transit Services

JOB SUMMARY

Reporting to the Associate Vice President of Administration Effectiveness, the Director of Transportation Services is responsible for providing leadership, expertise and management of all transportation operations on the Auburn University campus, including management of Tiger Transit operations, jAUnt Accessibility Service, AU Employee and AU Student Shuttle service. Ensures work quality and adherence to established federal, state, and local regulations regarding operations and safety policies and procedures. Responsible for developing and implementing a strategic plan for transportation on the Auburn University campus as well as ensuring programs and services are actively communicated to campus constituents and visitors.

Works closely with the Director of Parking Services to ensure sufficient alternate modes of transportation for AU faculty, staff and students. Coordinates assigned activities through collaboration with other divisions, outside agencies, and the general public. Provides highly responsible and complex staff assistance to the Associate Vice President, Administrative Effectiveness.

RESPONSIBILITIES

- Evaluates, develops, and implements changes, enhancements and improvements for the Auburn University Transportation Services identifying and utilizing new technology and developments in the transportation industry. Attends regional and national conferences to review and evaluate new initiatives to determine if they are applicable to the development of the strategic vision for the University Transit Services operations, which includes the day-to-day operations as well as special service routes and charter operations of the transit vendor, employee shuttle, and JAUnt mobility golf cart service.
- Directs daily activities of the AU Transportation Services team and the transit vendor, to include supervision, safety, scheduling, and customer satisfaction.
- Develops the annual budget, monitors spending, and develops policies for vendor operations, special university transit requirements, and departmental operations. Provides reports to the Executive Vice President on the transit vendor's daily and weekly performance, along with data for the other transportation options on campus.
- Reviews all incident and accident reports. Reviews all complaints for validity and adds corrective actions as needed.
- Reviews all construction projects for potential impact on AU transportation options, and plays an active role in the discussion of the Campus Master Plan, ensuring all transportation options are considered.
- Assists with various special projects assigned by Administration that involve the transportation on the Auburn University campus. Serves on the Lee-Russell County Council of Governmental Transit Technical Advisory Committee.

RESPONSIBILITIES

- Works closely with Campus Safety and Security and Auburn Police Department to enhance student safety for all transportation departments.
- Ensures all University owned vehicles are properly maintained.
- Oversees and performs all route design and schedule changes. Performs all programming of the Transportation Tracking System.
- Works directly with the Athletics Departments to bring the best game day experience to campus for home sporting events.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	In Business Administration, Public Administration, Operations Management, or related field.	and	6 years of	Experience in coordinating and/or managing transportation operations. Must have at least 3 years of experience supervising full time employees.	

Substitutions Allowed for Education	Yes

Substitution allowed for Education: When a candidate has the required experience, but lacks the required education, they may normally apply additional relevant experience toward the education requirement, at a rate of two (2) years relevant experience per year of required education.

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of principles and methods for moving people or goods by road, including relative costs and benefits.	
Knowledge of local, state, and federal transportation regulations.	
Knowledge of relevant equipment, policies, procedures, and strategies to promote public safety and security.	
Knowledge of budget preparation and execution.	
Knowledge of business and management principles involved in strategic planning and coordination of people and resources.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
DL NUMBER - Driver License, Valid and in State			Required	And
Class B CDL License	a minimum Class B Commercial Driver's License (CDL) required		Required	And

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
	Ability to pass a DOT physical.		Required	

REQUIRED PRE-EMPLOYMENT/ONGOING SCREENINGS

Motor Vehicle Record (MVR); Pre-Employment Drug Screening; General Physical Exam

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting				X		
Lifting	X					
Climbing		X				
Stooping/ Kneeling/ Crouching			X			
Reaching			X			
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold			X		
Extreme heat			X		
Humidity			X		
Wet			X		
Noise			X		
Hazards			X		
Temperature Change			X		
Atmospheric Conditions			X		
Vibration			X		

Vision Requirements:

Ability to see information in print and/or electronically.