AUBURN
Human Resources

Supv, Transit Services

Job Description

JOB INFORMATION

Job Code	EA50
Job Description Title	Supv, Transit Services
Pay Grade	TR09
Range Minimum	$35,320
33rd %	$40,030
Range Midpoint	$42,380
67th %	$44,740
Range Maximum	$49,450
Exemption Status	Non-Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	4/29/2019

JOB FAMILY AND FUNCTION

Job Family:	Transportation
Job Function:	Parking & Transit Services

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.

RESPONSIBILITIES

- 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.
- Assists in implementing changes to the Transit system or War Eagle Express operation.
- Assists in the special transit requirements of the University.
- Provides reports on the War Eagle Express or transit vendor's performance.
- Assists in the performance of liaison duties, with various campus organizations concerning transit issues.
- Ensures issues affecting major operations are communicated to the Tiger Transit office and to the transit vendor.
- Schedules and supervises Tiger Transit or War Eagle Express personnel in operation of shuttle/carts services, charter services and game day operations.
- May schedule routine maintenance and repairs for War Eagle Express to ensure that carts are charged and available when needed.

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

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	
High School Diploma or GED	High School Diploma or equivalent	and	3 years of	Experience in transit services including experience in the coordination of people and resources.	

Substitutions Allowed for Experience	Yes

Substitution 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 KNOWLEDGE, SKILLS, & ABILITIES

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

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
DL NUMBER - Driver License, Valid and in State				

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	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
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 and distinguish colors.