AUBURN
Human Resources

Asst I, Transit Services

Job Description

JOB INFORMATION

Job Code	EA74A
Job Description Title	Asst I, Transit Services
Pay Grade	TR05
Range Minimum	$29,670
33rd %	$33,140
Range Midpoint	$34,870
67th %	$36,600
Range Maximum	$40,060
Exemption Status	Non-Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	8/18/2022

JOB FAMILY AND FUNCTION

Job Family:	Transportation
Job Function:	Parking & Transit Services

JOB SUMMARY

Assists with the day to day oversight and operations of Auburn University's transit operations which provide a safe and reliable transit service to students, faculty and staff. Ensures operations are performed in accordance with contract provisions.

RESPONSIBILITIES

- Assists transit management with oversight of daily activities associated with the transit services vendor.
- Assists the transit vendor with routine daily operational activities.
- Collects and enters data related to the transit vendor's performance.
- Answers phones and dispatches vans for the University Shuttle Service, Contractor Shuttle and By Request Service.
- Safely operates state owned University vehicles while transporting passengers.
- Assist in supervising the jAUnt Mobility Golf Cart Service consisting of six (6) to eight (8) golf carts.
- Assists with accident investigations as needed.
- Assists with the training of new employees for both office needs and driving techniques.
- Will be required to supervise special events and charters including Game Days
- Provides customer service and information to vendor and vendor's customers resolving customer issues and may assist as a liaison with various campus organizations concerning transit issues.
- Receives and distributes transit-related materials, documents and information to various location on campus.
- Serves as a liaison between transit vendor, transit customers, and Transportation Services to improve function and/or communication.

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	0 years of	Experience in transportation services or customer service.	

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

Follows detailed instructions and procedures.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
DL NUMBER - Driver License, Valid and in State	Valid driver's license and must pass the state driving exam to operate a state vehicle (DDC).	Upon Hire	Required	

REQUIRED PRE-EMPLOYMENT/ONGOING SCREENINGS

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

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 and distinguish colors.