AUBURN
Human Resources

Supv, Transit Training & Safety

Job Description

JOB INFORMATION

Job Code	EA75
Job Description Title	Supv, Transit Training & Safety
Pay Grade	TR10
Range Minimum	$37,970
33rd %	$43,030
Range Midpoint	$45,560
67th %	$48,090
Range Maximum	$53,150
Exemption Status	Non-Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	6/23/2020

JOB FAMILY AND FUNCTION

Job Family:	Transportation
Job Function:	Parking & Transit Services

JOB SUMMARY

Reporting to the Mgr, Transit Services, assists with oversight of the daily operations of Auburn University's Transit Services with a focus on employee training and safety. Develops and implements training and safety protocols and ensures compliance by all Transit Service employees. Conducts accident investigations, accurately reports findings, and ensures operations are performed in accordance with contract provisions as well as University policies and procedures.

RESPONSIBILITIES

- Develops, implements, continuously improves, and ensures compliance with Transit Services driver safety protocols. Obtains and/or develops relevant training presentations and materials to ongoing training and safety plans. Assists with the oversight of Transit Services daily operations.
- Collects, tracks, and submits relevant performance-related data from vendors in order to effectively manage contracts.
- 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 locations on campus.
- Conducts "behind the wheel" safety evaluations of each driver to validate that all safety and training protocols are closely followed. Provides direct feedback to drivers, and collaborates with Manager, as needed, with any performance-related concerns.
- Ensures that each Transit employee is fully knowledgeable and competent in the safe execution of his/her responsibilities and duties. Develops new hire training program to ensure those new to the department are quickly onboarded and can begin contributing as soon as possible.
- Provides first-responder assistance for all accidents and incidents; conducts investigations and reports all findings to Transit management.

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	5 years of	Experience in transit services including experience in safety and training protocols and the coordination of people and resources.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of principles and practices regarding safety and training.	
The ability to train and impact all drivers with continued sharing of knowledge and skills both verbally and written.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
Class C CDL License	Class C CDL with passenger and air brake endorsements.	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	

Additional Special Requirements:

Must meet DOT regulated physical requirements. 20/40 in each eye minimum.