
Auburn University Job Description

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| Job Title: | Asst, Transit Services | Level I | Grade TR05 \$26,900 - \$36,300 |
| Job Code: | EA74 | Level II | Grade TR06 \$28,300 - \$38,200 |
| FLSA status: | Non-exempt | | |

Job Summary

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

Essential Functions

1. Assists transportation management with oversight of daily activities associated with all Transportation Services departments including University Van Shuttle, By Request Van Shuttle, Contractor Shuttle, jAUnt Mobility Golf Cart Service and the transit services vendor.
2. Assists the transit vendor with routine daily operational activities.
3. Collects and enters data related to all transportation services departments including Tiger Transit.
4. Answers phones and dispatches vans for the University Shuttle Service, Contractor Shuttle and By Request Service.
5. Safely operates state owned University vehicles while transporting passengers.
6. Assist in supervising the jAUnt Mobility Golf Cart Service consisting of six (6) to eight (8) golf carts.
7. Assists with accident investigations as needed.
8. Assists with the training of new employees for both office needs and driving techniques.
9. Will be required to supervise special events and charters including Game Days
10. 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 transportation issues.

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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Job Family Levels

| Level | Responsibility | Knowledge | Education and Experience* |
|-------|--|---|--|
| I | Duties require basic physical and mental skills and abilities, including use of hand tools, power tools or other equipment and use of basic math or reading skills. | Follows detailed instructions and procedures. | High school diploma or equivalent. |
| II | Duties require basic or advanced physical and mental skills and abilities, including use of hand tools, power tools, heavy machinery or other equipment and use of basic or intermediate math, reading or writing skills. Duties may require personal protective gear and/or knowledge of special safety or regulatory procedures. | Follows detailed instructions and procedures. May work under limited supervision, and prioritize tasks independently. | High school diploma or equivalent plus 2 years. Experience must include at least 2 years at the preceding level or equivalent. |

* See the "Minimum Required Education and Experience" section of the job description for any substitutions that may be allowed for education and experience.

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Minimum Required Education and Experience

Level I High school diploma or equivalent.

Level II High school diploma or equivalent plus 2 years. Experience must include at least 2 years at the preceding level or equivalent.

Focus of Education

High School Diploma or equivalent

Focus of Experience

Experience in transportation services or customer service.

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

See Job Family Levels

Certification or Licensure Requirements:

Valid driver's license and must pass the state driving exam to operate a state vehicle (DDC).

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: 8/18/2022
