Auburn University Job Description

Job Title: Supv, Transit Services
Job Code: EA50
FLSA status: Non-exempt

Job Summary
Assists with the daily oversight of the Transit Services vendor.

Essential Functions
1. Supervises the day-to-day activities of the transit vendor which include safety, schedule, number of buses in operation and customer satisfaction.
2. Assists in implementing changes to the Transit system.
3. Assists in the special transit requirements of the University.
4. Provides reports on the transit vendor’s performance.
5. Assists in the performance of liaison duties, with various campus organizations concerning transit issues.
6. Ensures issues affecting major operations are communicated to the Tiger Transit office.

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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Minimum Required Education and Experience

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<tr>
<th>Education</th>
<th>Minimum</th>
<th>Focus of Education/Experience</th>
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<tbody>
<tr>
<td>Education</td>
<td>High School</td>
<td>High School Diploma or equivalent</td>
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Experience (yrs.) 3 Experience in functioning in a supervisory capacity

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

Certification or Licensure Requirements
Valid Driver's License and Commercial Driver's License (CDL) required.

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: 1/4/2012