
Auburn University Job Description

Job Title: **Supv, Transp Training & Safety**

Job Family: No Family

Job Code: **EA75**

Grade 30: \$28,000 - \$46,700

FLSA status: Non-exempt

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.

Essential Functions

1. 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.
2. Collects, tracks, and submits relevant performance-related data from vendors in order to effectively manage contracts.
3. 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.
4. Receives and distributes transit-related materials, documents and information to various locations on campus.
5. 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.
6. 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.
7. Provides first-responder assistance for all accidents and incidents; conducts investigations and reports all findings to Transit management.
8. Performs related duties as assigned by the Mgr, Transit Svcs.

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

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	High School	High School Diploma or equivalent
Experience (yrs.)	5	Experience in transit services including experience in safety and training protocols and the coordination of people and resources.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

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.

Certification or Licensure Requirements

Class C CDL with passenger and air brake endorsements.

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.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires standing, walking, sitting, reaching, talking, hearing, handling objects with hands, and lifting up to 10 pounds.

Job occasionally requires climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 50 pounds.

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

Date: 6/23/2020
