Auburn University Job Description

Job Title: Supv, NCAT Trucking
Job Code: HC20
FLSA status: Exempt

Essential Functions

1. Maintains a fleet of trucks in accordance with Department of Transportation safety specifications.
2. Solicits companies who produce components for heavy trucks to participate in testing at NCAT.
3. Ensures adequate parts, tires, shop supplies, and equipment are available by accounting for inventory and purchased supplies when needed.
4. Maintains database for tire positions, vehicle mileage, and vehicle disposal.
5. Conducts safety meetings to ensure employees are up-to-date on safety policies, changes, and needs.

Supervisory Responsibility

Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

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>High School</td>
<td>High School Diploma or equivalent</td>
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| Experience (yrs.) | 5 | Experience in trucking practices |

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 Occupational Safety and Health Administration (OSHA) regulations. Developed supervisory skills.

Certification or Licensure Requirements
Commercial Drivers License (CDL)

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, sitting, talking, hearing, and lifting up to 50 pounds.

Job occasionally requires reaching, climbing or balancing, stooping/kneeling/crouching/crawling, handling objects with hands, and lifting more than 100 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 1/4/2012