



JOB INFORMATION

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| Job Code | EA74B |
| Job Description Title | Asst II, Transit Services |
| Pay Grade | TR06 |
| Range Minimum | \$29,370 |
| 33rd % | \$32,800 |
| Range Midpoint | \$34,510 |
| 67th % | \$36,220 |
| Range Maximum | \$39,650 |
| Exemption Status | Non-Exempt |
| Approved Date: | 1/1/1900 12:00:00 AM |
| Legacy Date Last Edited | 8/18/2022 |

JOB FAMILY AND FUNCTION

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|---------------|----------------------------|
| Job Family: | Transportation |
| Job Function: | Parking & Transit Services |

JOB SUMMARY

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

RESPONSIBILITIES

- Assists transit management with oversight of daily activities associated with the transit services vendor.
- Assists the transit vendor with routine daily operational activities.
- Collects and enters data related to the transit vendor's performance.
- Answers phones and dispatches vans for the University Shuttle Service, Contractor Shuttle and By Request Service.
- Safely operates state owned University vehicles while transporting passengers.
- Assist in supervising the jAUnt Mobility Golf Cart Service consisting of six (6) to eight (8) golf carts.
- Assists with accident investigations as needed.
- Assists with the training of new employees for both office needs and driving techniques.
- Will be required to supervise special events and charters including Game Days
- 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 location on campus.
- Serves as a liaison between transit vendor, transit customers, and Transportation Services to improve function and/or communication.
- May perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

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| Supervisory Responsibility | May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees. |
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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 | High School Diploma or equivalent | And | 2 years of | Experience in transportation services or customer service. |

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|--------------------------------------|-----|
| Substitutions Allowed for Experience | Yes |
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Substitution 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 KNOWLEDGE, SKILLS, & ABILITIES

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|---|
| Follows detailed instructions and procedures. |
| May work under limited supervision, and prioritize tasks independently. |

MINIMUM LICENSES & CERTIFICATIONS

| Licenses/Certifications | Licenses/Certification Details | Time Frame | Required/Desired |
|--|---|------------|------------------|
| DL NUMBER - Driver License, Valid and in State | Valid driver's license and must pass the state driving exam to operate a state vehicle (DDC). | Upon Hire | Required |

PHYSICAL DEMANDS & WORKING CONDITIONS

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|----------------------------|-------|
| 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 | |

WORKING ENVIRONMENT

| Working Condition | Never | Rarely | Occasionally | Frequently | Constantly |
|------------------------|-------|--------|--------------|------------|------------|
| Extreme heat | | | | X | |
| Humidity | | | | X | |
| Wet | | | | X | |
| Noise | | | | X | |
| Hazards | | | | X | |
| Temperature Change | | | | X | |
| Atmospheric Conditions | | | | X | |
| Vibration | | | | X | |

Vision Requirements:
Ability to see information in print and/or electronically and distinguish colors.