

The University of Texas at San Antonio

Job Description

Job Title: Transportation Supervisor
Code: 16351
Salary Grade: 56
FLSA Status: Non-Exempt
Department/Division: Campus Services/Vice President for Student Affairs
Reports To: Assistant Director, Transportation

Summary

- Function: Manages the day-to-day operations of UTSA Transportation services by ensuring the efficiency of staffing, scheduling, and vehicle maintenance.
- Scope: Responsible for management of personnel, vehicles, and administrative matters in collaboration with the Assistant Director of Transportation.

Duties

- Typical:
 1. Prepares, manages, and evaluates employee work schedules, and delegates work/route assignments as necessary to ensure route coverage.
 2. Serves as the Transportation liaison with campus partners in the scheduling, coordination, and billing of transportation services for special events.
 3. Oversees the vehicle maintenance program by: monitoring work orders and coordinating with approved vendors repair and maintenance of vehicles; verifying vehicle inspections are complete and submitted in compliance with departmental, University, State, and Federal regulations; and manages inventory of parts and supplies utilized for routine vehicle maintenance.
 4. Assists in the recruitment, hiring, evaluation, and disciplinary processes of transportation employees. Identifies, prepares, and conducts training opportunities for new and existing personnel.
 5. Prepares, analyzes, and presents transportation operation reports, including but not limited to: passenger counts, vehicle mileage and usage, fuel consumption, and route evaluations.
 6. Works in collaboration with Assistant Director to develop, maintain, and manage transportation standard operating procedures.
 7. Monitors employee execution of safe transportation practices in accordance with departmental, University, State, and Federal guidelines.
 8. Establishes and maintain effective working relationships with University personnel, subordinates, and the public.
 9. Assists in promoting ongoing customer service excellence and quality assurance.

<p>10. Performs other duties as assigned</p> <ul style="list-style-type: none"> • <u>Periodic:</u> <ul style="list-style-type: none"> ○ Perform duties of subordinates as necessary to meet operational needs of the University.

Education

Required	Preferred
Two years (60 hours) of college.	Bachelor's Degree from an accredited university.

Other Requirements

Required	Preferred
Texas CDL Class B License with air brake and passenger endorsement.	N/A
Criminal Background Check (CBC).	

Experience

Required	Preferred
Two years of experience in a lead, dispatching, or supervisory role in a large shuttle, transit, or transportation operation.	N/A

Equipment

Required	Preferred
Personal computer and Microsoft applications, standard office equipment, hand-held two-way radio, shuttle bus	N/A

Working Conditions

Usual	Special
Normal office conditions.	May require evening and/or weekend work for special events.
Exposure to seasonal weather while driving or walking on campus to train, supervise, and evaluate subordinates.	

Supervision

Received	Given
General supervision from Assistant Director of Transportation.	Direct supervision to shuttle bus drivers.

Accuracy

Proficiency in all phases of the duties performed.

Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.