

# Classification Specification: Transportation Operation Supervisor

Classification Number: 54445

Effective Date: April 4, 2014

Pay Grade:

Current Exemption Status: Nonexempt

## Position Summary

Supervises and schedules Vehicle Operators/Drivers to ensure established operations. Schedules charter buses for customer transportation needs. Monitors vehicle condition and adheres to preventative maintenance schedules. Responsible for accounts payable and receivable for Shuttle Service. Responds to emergencies.

## Essential/Primary Duties

- Schedules vehicle drivers to ensure all hours of operation on all routes are covered.
- Schedules charter transportation needs for customers.
- Monitors all vehicle maintenance and repair tasks. Responds to emergencies.
- Maintains accounts receivable and payable records. Pays invoices.
- Supervises and hires Vehicle Operators. Approves time reported. Provides performance evaluations.
- Prepares and maintains all log sheet records.

## Experience and Education

### Experience

- One year related experience required; previous supervisory experience and/or training required

### Education

- High school diploma or GED required
- Must have and maintain a valid driver's license and be insurable under the University's insurance

## Physical Requirements

Office or other indoor work: with minimal physical demands such as occasionally lifting/moving materials less than 25 pounds.

## Working Conditions

Work is generally performed in a well lit, temperature-controlled indoor environment with occasional exposure to the outdoors and/or any number of elements.

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## Essential Competencies

- Knowledge of basic mathematical skills
- Knowledge of basic reading skills
- Ability to carry out verbal and/or written instructions
- Ability to effectively communicate, verbally and written
- Detailed-oriented and highly accurate
- Ability to work in changing environment
- Ability to work effectively in a team environment
- Ability to interact effectively with students, faculty and/or staff or the public and represent BGSU appropriately
- Ability to coordinate or lead others in accomplishing work activities
- Knowledge of computer skills, such as MS Office, presentations, spreadsheets and/or database entry/query
- Ability to query, run reports and modify data in financial systems
- Ability to access and maintain document imaging systems, including scanning and filing documents
- Ability to accurately receive and disburse cash whether currency, credit cards, checks or other payment forms
- Ability to operate computers and peripheral equipment such as printers
- Ability to draft office correspondence
- Ability to perform basic computer programming
- Ability to operate and use manual and power custodial equipment
- Ability to operate hand and/or power tools appropriate to the trade

## Supervisory Responsibility

### Full-Time

Vehicle Operator

### Part-Time

Vehicle Operator

## Providing Direction

### Full-Time

None

### Part-Time

None

## Responsibility for Student Workers

Provides work direction and may schedule and/or provide formal feedback.