

Wright State University
CLASSIFIED JOB SPECIFICATION
Transportation Operations Supervisor

I. JOB INFORMATION

Job Title: Transportation Operations Supervisor (CS 05)

Job Class: 31612 **FLSA Status:** Non-Exempt

II. JOB SUMMARY

Under general direction and in accordance with broad operating procedures, supervises the operations of the campus shuttle bus system and the vehicle services facility.

III. PRIMARY DUTIES AND RESPONSIBILITIES

- Supervises vehicle operations staff. Assigns duties, schedules assignments, hires and appraises performances.
- Oversees departmental daily operations. Develops and maintains records and generates reports.
- Monitors expenses for vehicle repairs, labor, fuel, parts and insurance. Maintains data for vehicles usage, fuel mileage and credit card charges.
- Generates and distributes work orders through the computerized fleet maintenance system. Inputs and analyzes data used in the generation of work orders.
- Develops, analyzes and maintains data, records, reports, inventory and expenses on transportation services.
- Establishes and reviews priority of maintenance and repairs, reviews diagnosis, and inspects completed work.
- Resolves problems and addresses customer complaints.

Note: This is not an inclusive list of duties and responsibilities.

IV. MINIMUM EDUCATION, EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES

Two years of post-secondary education and two years of (FT) related work experience OR, a high school diploma or GED and four years of (FT) related work experience. A bachelor's degree in a related field may be substituted for the required work experience. May be required to work weekends and nights when necessary and to carry paging or cellular equipment for normal business activities and after normal working hour's response. Excellent oral and written communication skills. Ability to calculate basic math. Good public relations and interpersonal skills. Excellent planning and organizational skills. Thorough knowledge of accounting and

budget principles. Two years of supervisory/training experience required. Ability to plan and direct work activities, to manage time effectively, and set priorities.

V. WORKING CONDITIONS

Typical office environment.

VI. WSU TESTING/EXAMINATIONS REQUIRED

None

VII. CERTIFICATIONS OR LICENSURE(S) REQUIRED*

Must possess a valid United States driver's license for at least one year and maintain eligibility to operate University motor vehicles.

VIII. JOB SERIES

31600

This specification is intended to illustrate the level of complexity and kinds of job duties that may be assigned to positions with this classification title, and should not be interpreted to describe all the duties that may be included in a job description.