**Manager, Transportation P13 Standard Job Description**

**Classification Title:** Manager, Transportation P13

**FLSA Exemption Status:** Exempt

**Pay Grade:** 13

**Minimum Pay:** $91,310.00

**Job Description Summary:**

The Transportation Services Manager is responsible for the overall development and management of sustainable transportation on the TAMU campus.

**Essential Duties and Tasks:**

**40% Management**

* Is responsible for selecting, orienting, training, motivating, and retaining staff capable of meeting current and projected human resource needs for the unit.
* Plans, schedules, and monitors staff, including responsibility for coordinating/assigning and scheduling leave. Is charged with ensuring adequate staffing for meeting unit goals to include interviewing and hiring, disciplinary actions and terminations, probationary reviews, and annual evaluations.
* Provides employees with operational feedback. Is responsible for approving time worked and leave requests for full-time employees.
* Maintains audit controls within the unit.
* Makes recommendations as needed.

**20% Administration**

* Responsible for the Special Events Unit budget.
* Reviews expenses and forecasts trends.
* Communicates budget variances.
* Oversees inventory reports and records retention for the unit.
* Serves as the property accountability officer for the unit.
* Responsible for creating and maintaining a positive work environment focused on customer service and dedicated to continuous improvement.
* Conducts long range planning activities, established required service levels, and anticipates labor requirements.
* Assists in the formulation, interpretation, and implementation of departmental and unit goals, objectives, and policies to insure delivery of quality customer services.
* Promotes safety to assure that the unit follows policies and procedures.

**15% Special Events**

* Responsible for the staffing and overall management of the Special Events Unit, which includes visitor/conference parking, RV parking, and cashiering for special events and in pay parking facilities.
* Develops plan of action for special events taking place on campus.
* Coordinates reservations with customers to include any meetings necessary and outlining the event and timing in writing so that the customer can confirm the planning.
* Consults with customers about solutions when new parameters do not meet their anticipated needs.
* Investigates complaints and resolves problems. Initiates process changes.
* Communicates plan to department units, university partners, and community partners as deemed necessary.
* Provides on-site supervision for special events as needed.

**5% Departmental Objectives/ Customer Service**

* Transportation Services is committed to providing courteous, responsive, quality service to our customers by fostering a respectful, positive, and welcoming environment for all.
* Employees are responsible for the following: representing the department to internal and external customers; maintaining 100% on time compliance with all university required training for all employees; approving time worked and requesting appropriate leave in a timely manner; reading and responding to e-mail; reviewing/reading information listed on the department intranet; performing assigned tasks in a safe manner and utilizing personal protective items/equipment as appropriate or instructed by supervisor or department; reporting unsafe actions or conditions to supervisor immediately and supporting and following unit/department safety guidelines, practices and policies.
* Persons in this position will be required to drive state vehicle to travel to various parts of campus and are considered essential when the University declares an emergency, campus closure, class cancellations, etc.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Required Education and Experience:**

* Bachelor’s degree or any equivalent combination of education and experience.
* Five years administrative experience, to include three years supervisory experience.

**Required Licenses and Certifications:**

* Valid driver’s license. Must be able to obtain State of Texas class “C” vehicle operator’s license within 30 days of employment.

**Required Knowledge, Skills, and Abilities:**

* Demonstrated leadership ability.
* Ability to identify work priorities.
* Advanced skill in oral and written communication.
* Ability to work effectively under pressure and to function without perceivable supervision.
* Ability to accomplish objectives through the development and utilization of personnel.
* Ability to multitask and work cooperatively with others.

**Machines and Equipment:**

* Computer
* Telephone
* Printer
* Radio
* Fax

**Physical Requirements:**

* Ability to lift and move heavy objects.

**Other Requirements and Factors:**

* This position is security sensitive.
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU regulations and procedures.
* Works to cover shifts, or take emergency call, on evenings, weekends, and holidays as required.

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**