 **Supervisor, Transit – Nights Standard Job Description**

**Classification Title:** Supervisor, Transit - Nights

**FLSA Exemption Status:** Non-Exempt

**Pay Grade:** 12

**Minimum Pay:** $33.14

**Job Description Summary:**

The Transit Supervisor - Nights, under general supervision, assists with the daily operations of the campus transit system, monitors routes, assigns route assistants, coordinates drivers and buses, assists customers, and responds to accidents for the night hours. This supervisor will be responsible for making all operational decisions from 8:00 pm to 1:00 am, Monday – Friday.

**Essential Duties and Tasks:**

**30%: Supervision and Field Operations**

* Supervise night routes and charters independently, ensuring operational efficiency.
* Monitor radio traffic, track missing bus stop signs, and optimize bus movements.
* Assist drivers and customers with inquiries about routes and operations.
* Oversee and manage projects to enhance operational efficiency and service delivery.
* Supervise driver adherence to policies, State laws, and university rules.
* Approve time worked and leave requests, ensuring compliance and efficiency.

**20%: Administrative Coordination**

* Coordinate between the Transit Office, field supervisors, and maintenance.
* Update operational records, including charter assignments and driver memos.
* Handle incoming/outgoing mail and maintain route boards and paperwork systems.

**15%: Logistical Support**

* Maintain detailed daily logs of operational events and issues.
* Assign buses, process maintenance sheets, and distribute driver materials.
* Make independent operational decisions and manage night shift operations.

**15%: Customer Service and Safety**

* Ensure adherence to safety guidelines and departmental policies.
* Support Aggie Core Values by delivering high-quality customer service.
* Respond to accidents, coordinate equipment availability, and manage administrative duties efficiently.

**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:**

* High school graduation or equivalent combination of education and experience.
* Four years in progressively responsible positions including two years of supervisory and customer service experience.

**Required Licenses and Certifications:**

* Valid vehicle operator’s license and good driving record.
* Must be able to obtain State of Texas class “B” vehicle operator’s license (commercial driver's license with passenger endorsement and air brakes endorsement) within 60 days of employment.

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

* Demonstrate the ability to operate several types of buses and vans to the extent of maneuvering safely through congested traffic conditions, adverse weather, and road conditions.
* Exhibit a high degree of mental concentration and independent judgement.
* Good verbal and written communication skills.
* Ability to multi-task and work cooperatively with others.

**Machines and Equipment:**

* Bus and 2-way radio: 25 hours
* Computer and internet: 2 hours

**Physical Requirements:**

* Must be able to lift, bend and stoop, and assist and/or move people with disabilities as they board/off-board the bus and other campus vehicles.

**Other Requirements and Factors:**

* Persons in this position are considered essential during university emergencies, campus closures, or class cancellations, requiring readiness to respond promptly**.**

**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**

**No**

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

**Yes**

**No**