 **Transportation Maintenance Leader I Standard Job Description**

**Classification Title:** Transportation Maintenance Leader I

**FLSA Exemption Status:** Non-Exempt

**Pay Grade:** 8

**Minimum Pay:** $19.95

**Job Description Summary:**

The Transportation Maintenance Leader I, under general supervision, is responsible for the coordination and deployment of signs, barricades and other devices used for traffic and pedestrian notification and control. Provide leadership to assigned personnel on a daily basis.

**Essential Duties and Tasks:**

**40% Maintenance and Painting**

* Lays out and paints parking structure and street striping and markings based on provided designs.
* Assists with grinding, painting, and applying traffic markings as needed.
* Periodically performs maintenance and repair on parking-related structures.
* Prepares surfaces for painting and maintains painting tools.

**20% Event Coordination and Support**

* Assists supervisor in coordinating signage and barricade deployment for special events.
* Provides support for labor-intensive functions, including football game support and other events.
* Ensures proper inventory levels of devices for upcoming events.

**10% Signage Production and Installation**

* Coordinates the production and installation of parking lot and informational signage.
* Prepares and assembles vinyl signage.
* Provides direction and oversight to staff assisting with signage.

**10% Leadership and Supervision**

* Leads assigned employees, providing training and operational feedback.
* Maintains a positive work environment focused on customer service and continuous improvement.
* Works with supervisor for guidance in accomplishing tasks.

**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 diploma or equivalent combination of education and experience.
* Four years of related experience.

**Required Licenses and Certifications:**

* None

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

* Ability to multitask and work cooperatively with others.

**Machines and Equipment:**

* Hand Tools
* Power Tools
* Two-way Radio

**Physical Requirements:**

* Ability to lift and move heavy objects.

**Other Requirements and Factors:**

* None

**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**