 **Transportation Maintenance Supervisor Standard Job Description**

**Classification Title:** Transportation Maintenance Supervisor

**FLSA Exemption Status:** Non-Exempt

**Pay Grade:** 10

**Minimum Pay:** $28.68

**Job Description Summary:**

The Transportation Maintenance Supervisor, under general supervision, responsible for the coordination and deployment of signs, barricades and other devices used for traffic and pedestrian notification and control; the painting of parking structures striping and various maintenance to parking-related structures. Supervises staff responsible for these tasks. Completes physical inventory of departmental equipment.

**Essential Duties and Tasks:**

**40% Supervision and Employee Management**

* Supervises employees within the area of responsibility, including hiring, scheduling, training, and evaluating staff.
* Monitors employee performance and approves timekeeping records.
* Creates and maintains a positive work environment focused on customer service and continuous improvement.
* Trains employees on equipment, production procedures, and safety practices.

**20% Event Coordination and Support**

* Coordinates personnel for signage and barricade deployment for special events.
* Attends planning and coordination meetings related to 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% Maintenance and Repair**

* Coordinates the upkeep and maintenance of vehicles, equipment, and devices assigned to the unit.
* Performs maintenance and repair on parking structures and related facilities.

**10% Signage Production and Installation**

* Coordinates the production and installation of parking lot, garage, and informational signage.
* Provides input on layout designs to optimize space utilization.
* Coordinates the hanging and finishing of various materials, including sheetrock and vinyl.

**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 any equivalent combination of training and experience.
* Eight years of related experience. Two years of supervisory experience.

**Required Licenses and Certifications:**

* None

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

* Ability to multitask and work cooperatively with others.
* Knowledge of color bar and mixing of paints, stains, and varnishes.
* Knowledge of repair and installation of vinyl, tape, float, and texture sheet rock.
* Ability to paint/strip lots, etc. based on provided design concept drawings and sketches.

**Machines and Equipment:**

* Computer
* Phone

**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**