



**University of Texas at El Paso
Job Description**

Job Code: 16352
Job Title: Coordinator- Transportation
Department: Human Resource Services
Reports To: In accordance with specific departmental policies
FLSA Status: Exempt
Prepared By: Human Resource Services
Creation / Revision Date: February 2, 2017

Summary: Under minimal supervision, provides coordinating services, keeps official records, and executes administrative policies determined by or in conjunction with other officials, within area of assigned responsibility.

Note: The primary accountabilities below are intended to describe the general content of and requirements of this position and are not intended to be an exhaustive statement of duties. Incumbents may perform all or some of the primary accountabilities listed below. Specific tasks or responsibilities will be documented in the incumbents' performance objectives as outlined by the incumbents' immediate supervisor or manager. This position is security-sensitive and subject to Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. Must possess a valid driver's license issued by the State where the applicant resides and must be insurable as defined in the UT System BPM 16-05-02, as applicable to the performance of essential duties and responsibilities of the position.

Statement of Duties and Responsibilities:

Prepares work schedules, delegates work assignments as needed, evaluates and resolves routine problems presented by employees; coordinates shuttle services for special events; assists with shuttle and ADA cart driving as needed.

Makes decisions regarding hiring, evaluation, promotion and termination of employees, or makes related recommendations that are given particular weight. Conducts and assists with new driver training; maintains personnel files pertinent to employee activity, conducts performance evaluations; performs employee counseling.

Monitors the shuttle vehicle maintenance program; coordinate with vendors the maintenance and repair of vehicles; track vehicle expenses; sign off on vehicle repair orders and provide such to the Transportation Manager; ensure vehicle inspections are completed for compliance with University, departmental, Federal and State regulations; maintains parts and supplies needed for routine vehicle maintenance and cleanliness and monitors vehicle service warranties.

Tracks and monitors expenditures against budget allocation, including assisting the Transportation Manager with the annual budget preparation relating to the shuttle program.

Prepares and analyzes shuttle and ADA cart operation reports; including but not limited to, passenger counts, mileage, fuel consumption, route studies, and expenditures.

Develops policies and procedures relating to the shuttle service; obtains management approval when appropriate.

Ensure customer service excellence and quality assurance. Conducts periodic customer satisfaction surveys.

Assists in the preparation of reports and announcements.

Knowledge of all Microsoft Office software and able to learn and use institutional software systems.

Complies with all State and University policies.

Other duties may be assigned.

Supervisory Responsibilities Carries out supervisory responsibilities in accordance with the organization's objectives, policies and applicable laws.

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Education required: Associates Degree

Minimum Experience required: Two years of related experience and/or training to the essential duties and



responsibilities; or equivalent combination of education and experience. Occasional traveling required.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; use hands to feel and reach with hands and arms. The employee is occasionally required to sit and climb or balance. The employee must occasionally lift and/or move up to 50 pounds.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.