Assistant Transportation Supervisor

Definition of Class
The incumbent in this position is responsible for assisting in the supervision and participation in the moving of furniture and equipment from one location to another, the cleaning and minor repair of streets and street signs, and small excavation projects. Incumbent works under the general supervision of the Transportation Supervisor.

Examples of Work Performed
Assists in supervising and participates in the minor repairs of street and the repair or replacement of street signs as well as minor excavation projects on campus.

Assists in supervising and participates in the arrangement of furniture, stages and temporary seating for special events according to instruction or plans.

Assists in planning and scheduling work for assigned employees, ensuring proper distribution and assignments and adequate manning and facilities for subsequent performance of duties.

Inspects completed work for compliance with instructions or plans.

Assists in recommending various personnel actions including, but not limited to, hiring, merit recommendations, promotions and vacation schedules.

Supervises and participates in the cleaning of facilities after special events.

Assists in other departments as needed.

Performs related or similar duties as required or assigned.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Supervises and reviews the work of subordinate employees.
2. Participates in the moving and arranging of furniture and equipment.

Minimum Qualifications
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the University of Mississippi's Personnel Department in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

Physical Exertion: The incumbent may be required to lift more than 100 pounds.
Vision: Requirements of this job include close vision.

Speaking/Hearing: Ability to give and receive information through speaking and listening.

Motor Coordination: While performing the duties of this job, the incumbent is regularly required to stand; walk; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The incumbent is frequently required to stoop, kneel, crouch or crawl. The incumbent is occasionally required to sit.

Experience/Educational Requirements:

Education:
Graduation from a standard four-year high school or equivalent (GED).

AND

Experience:
Two (2) years of experience related to the above described duties.

AND

Licensure:
Must possess a valid driver’s license.

Background Check Requirements
This position requires a background check upon hire.

Interview Requirements
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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