JOB DESCRIPTION

Transportation Supervisor

**Definition of Class**
Incumbent in this job class supervises and participates in the moving of furniture and equipment from one campus location to another, as well as the cleaning and minor repair of streets and setting up chairs, tables, and tents for special events.

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

Supervises and participates in the set up procedures, involving the delivery and the arrangement of chairs, tables, furniture, stages, tents for special events and the pickup and returning of the above items when the event is over.

Plans and schedules work for assigned employees ensuring proper distribution of assignments and adequate manning and facilities for subsequent performance of duties.

Inspects completed work for compliance with instructions or plans.

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

Supervises and participates in the cleaning of dry beds; stadiums and other facilities after special events; recycles materials.

Provides assistance in other departments as needed.

Responsible for providing written estimates for the cost of jobs.

Performs similar or related duties as assigned or required.

**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 participates in moving objects and equipment.
2. Plans and schedules work for subordinate employees.
3. Prepares campus for special events by assembling tents, chairs, and tables.
4. Performs and supervises the cleaning of stadiums and dry beds.

**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 Department of Human Resources 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 up to approximately 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 occasionally required to stand; walk; and sit.

**Experience/Educational Requirements:**

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

  **AND**

- **Experience:**
  Three (3) years of experience related to the above described duties.

**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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