

# ALLEN UNIVERSITY

## POSITION DESCRIPTION

**TITLE:** Transportation Manager

**DIRECT REPORT:** Director of Plant Operations

The Transportation Manager is responsible to the Director of Operations for coordinating, planning, and ensuring proper use and maintenance of university vehicles

**Responsibilities include but are not limited to:**

- Assure safe and efficient transportation services
- Evaluate inspection reports and maintain complete accurate records
- Arrange, repair, and schedule routine maintenance on university transportation vehicles
- Act and serve as the liaison between Transportation services and various University departments
- Suggests improvements to processes and services that promotes efficiency and cost savings
- Participate in departmental and University-wide initiatives and committees and/or special projects
- Coordinate with Director of Operations in different operational issues and promotional activities
- Oversee scheduling and coordination of transportation activities
- Perform other duties as assigned by the Director of Plant Operations

**Skills/Experience Required:**

- Bachelor's Degree required
- Excellent judgement and diplomacy
- At least 2 years of experience in Operations and Transportation Management or related industry
- Must have a valid Driver's and CDL license

**Physical Demands and Work Environment:**

The physical demands and work environment described is representative of those that must be met by an employee to successfully perform the essential functions of this job.