

Facilities Job Function

Mail and Transportation Services Job Family

Level	Function/ Roles	Experience/ Education (Minimum Required)	Typical Duties and Responsibilities (Cumulative from level to level in each job family)	Impact/Scope	Supervision
57E	Transportation Manager II	Bachelor's degree preferred 5+ years of transportation experience	<ul style="list-style-type: none"> • Manages the daily, weekly and monthly allocation and distribution of faculty, staff, student and visitor parking • Participates as a member of the Parking Services Unit Planning Team • Assists in development of parking facilities planning and budgeting • Develops parking services policies and procedures 	<p>IMPACT Moderate impact on operations, resources, or University's reputation</p> <p>SCOPE Provides transportation management for an area or large school</p>	<p>RECEIVED Under General Direction: Within this job, the incumbent normally performs regular assignments using own judgment and following department / university policy, while keeping supervisor informed as necessary. Receives general guidance on new projects as to methods, procedures and desired end results. The incumbent has discretion to make decisions within the scope of his/her responsibilities. Complex assignments are usually reviewed upon completion.</p> <p>GIVEN Supervises: Supervises work and processes, assigns work, typically has primary responsibility for evaluating performance and performance management, effectively recommends hiring and firing decisions.</p>

NOTE:

- 1) Individual positions will typically have most, but not necessarily all, of the Duties & Responsibilities listed
- 2) Grade Recommendations based on comparative review/analysis of internal positions and external market data.
- 3) E = exempt, N = non-exempt but outside HUCTW due to job content, grade and/or a Confidential / Supervisory exclusion