

## 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
56E	Transportation Manager I	Bachelor's degree preferred  3+ years of transportation experience	<ul style="list-style-type: none"> <li>• Responsible for managing the Parking Services facilities</li> <li>• Inspects all lots and garages to ensure safe, secure and reliable parking for the Harvard community</li> <li>• Oversees maintenance and repairs to all systems</li> <li>• Identifies and responds to transportation related issues, concerns and problems of the Harvard community</li> <li>• Recommends changes in operations and services for all faculty, staff and students</li> <li>• Assists in the development of short and long term department objectives</li> <li>• Develops policies and procedures</li> <li>• Assists in development of parking facilities planning and budgeting</li> <li>• Plans and participates in special events to promote ridesharing, public transit, biking and walking</li> <li>• Serves as liaison to outside agencies regarding commuter/transportation matters</li> <li>• Trains and evaluates parking staff</li> <li>• Collaborates with construction project managers on parking related matters</li> </ul>	<p><b>IMPACT</b> Some impact on operations, resources, or University's reputation</p> <p><b>SCOPE</b> Provides comprehensive transportation services for a unit or school</p>	<p><b>RECEIVED</b> <b>Under General Direction:</b> 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><b>GIVEN</b> <b>Supervises:</b> 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