

TRANSPORTATION SERVICES COORDINATOR*

Function of Job:

Under general supervision of designated supervisor, coordinate assigned areas of transportation services, such as parking operations, bus service operations, and/or charter services operations, maintain associated records and reports, and supervise personnel and enforcement of associated rules, regulations, and policies.

Characteristic Duties and Responsibilities:

1. Hire, train, supervise, evaluate, and schedule work of staff as assigned.
2. Supervise assigned facilities, spaces, lots, equipment, and operations; coordinate services with maintenance and safety personnel; and ensure compliance with the Americans with Disabilities Act as needed.
3. Enforce policies and regulations and review/revise policies and procedures as assigned.
4. Provide first response in resolving disputes related to enforcement issues and complaints and coordinate appeals process.
5. Prepare for special events and coordinate parking/transportation activities related to special events as assigned.
6. Respond to emergency situations as required.
7. Provide information concerning transportation policies, regulations and procedures to faculty, staff, students, and the public.
8. Provide cost estimates as needed.
9. Coordinate department activities and/or projects as assigned.
10. Schedule and/or provide instruction for Defensive Drivers' Course for campus personnel as assigned.
11. Provide data entry for department programs and maintain necessary records, reports, and files.
12. Collect and deposit meter monies and/or maintain bookkeeping/billing records.
13. Provide back-up services and operate motor vehicles, radio transmitters, receivers, and/or other tools and equipment as required.
14. Perform other related duties as assigned.

Minimum Acceptable Qualification:

1. Associate's degree and two years of related experience in public safety or transportation services, or high school graduation and four years of experience.
2. Supervisory skills as required by department.
3. Knowledge of parking and traffic control practices, methods and procedures as required.
4. Public safety training.
5. Skill in the use and care of radio transmitters and receivers.
6. Sufficient strength and physical dexterity to perform duties and responsibilities of this job, including heavy lifting.
7. Computer skills as required by department.
8. No criminal record other than minor traffic violations.
9. Possession of a valid driver's license for the State of New Hampshire.
10. Must pass drug and alcohol screening tests as mandated by Department of Transportation agency regulations.

Additional Desirable Qualifications:

1. Knowledge of campus, transportation services, parking and traffic rules/regulations and appropriate citation categories.
2. Supervisory experience.

12/6/04
System Approval

12/6/04
Effective Date

This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.

* Revised 9/23/02