

Job Level	Associate Director - Transportation Services	Management Level II
Problem Solving	<ul style="list-style-type: none"> * Responsible for managing the purchase and lease of university vehicles and trailers (approximately 800 units). Oversees vehicle preventative maintenance and repairs for all university vehicles, * Works with the director and other staff to develop unit's annual budget, evaluates unit's productivity and processes, assesses the need and makes recommendations for updating or purchasing of new technology to improve functionality and performance of the unit and annually works with the director to develop departmental charge out rates. * Responsible for monitoring and improving the unit's data gathering and storing (i.e. repair orders, inventory, billings, mileage), assess data regularly to identify areas of improvement and provides statistical data to the director. Develops and recommends to the director annual Facilities Management equipment, vehicle selection and replacement plans, staffing plan changes and budget/billing plans. * Determine and implement policies and processes for department's rental vehicles to University drivers and departments with safety, titling and licensing, driving regulations, and federal and state regulations in mind. * Determine insurance requirements for vehicles and trailers and work with Risk Management to ensure that all assets are appropriately insured for property needs. Bill customers for general liability insurance and establish an annual rate for comprehensive/collision insurance coverage in order to maintain a self-funded account and bill customers. Process vehicle insurance claims. Order new vehicles for the University. Ensure University compliance with state and federal regulations and requirements, such as DOT, OSHA, ADA, EPACT, Colorado Dept. of Revenue, Commercial Driver's License requirements, and state vehicle emission laws. Manage and oversee agreements and work performed by outside vendors. * Develop and submit to the director annual mileage rates (to cover fuel, insurance, and repairs), billing rates for labor, parts markup, rental and lease rates, and bus charter rates. Resolve inquiries and complaints regarding programs and vehicle use. Review vehicle collision reports, record damage and cost reports. * Act as the safety coordinator for Transportation Services Unit and inspect building site and review safety information to ensure compliance with building codes, fire codes and university policies and procedures. 	<ul style="list-style-type: none"> ▪ Applies concepts towards the development of new rules or policy development
Interaction/ Communication	<ul style="list-style-type: none"> * Provide defensive drivers training and other safety programs to the campus community. * Publicize, coordinate, and conduct training sessions and outreach activities; work with students, staff, and faculty to promote Transportation Services programs. 	<ul style="list-style-type: none"> ▪ Adapts communication style and uses persuasion in delivering messages

University Impact	<ul style="list-style-type: none"> * Develops and recommends policies and procedures for vehicle use, maintenance and repair. This includes vehicles located locally, state wide, and in the other 49 states. * Intercede and address performance problems by discussing performance concerns with the employee, defining performance expectations, clarifying duties and setting development plans. 	<ul style="list-style-type: none"> ▪ Ability to impact the development of existing principles and guides the development of new policies and ideas ▪ Work provided by the team generally has longer-term impact beyond the current year
Financial/ Budget Responsibility	<ul style="list-style-type: none"> * Review and monitor the work of the Program Assistant for revenue invoicing and expense accounting insuring compliance with general university accounting and departmental policies and procedures. * Supervise the deposit of funds associated with program activities and direct the maintenance of records regarding operating budgets. * Develop and submit proposed annual budget (\$5M) to the Director of Parking and Transportation. Make recommendations and implement plans for cost savings. Respond to requests for billing information and invoices from the Director or Associate Director of Finance and Administration. 	<ul style="list-style-type: none"> ▪ Provides input into the budgeting process and may be a sub-departmental budget owner or have responsibility towards the fiscal management
People Management	<ul style="list-style-type: none"> * Direct supervision of 3 full-time state classified positions (LTC Operator I, Technician IV and Program Assistant II), oversight of 6 additional full-time state classified positions (3 equipment mechanics, 2 bus drivers, 1 material handler II), up to 7 part-time bus drivers/on call employees and several student maintenance workers. * Responsible for hiring and disciplinary action of staff in transportation services unit, develops and monitors work unit's safety, training, and regulatory compliance programs. * Develop job descriptions, performance evaluation criteria, and conduct performance evaluations. Participate in and resolve employee grievances both formal and informal. 	<ul style="list-style-type: none"> ▪ Manages teams of technical/support and/or professional roles ▪ May have people management responsibility for pay reviews, performance management, and resource planning