



## GADSDEN STATE COMMUNITY COLLEGE JOB DESCRIPTION

Wallace Drive Campus

Created on: 2/26/2025  
Revised on: 5/29/2025

Job Title	Salary Schedule	Grade	Job No.
<b>Transportation and Facilities Supervisor</b>	<b>E2</b>	<b>03</b>	<b>SS8771</b>
Reports To	FLSA Status	Grant Funded	Tenure Track
<b>Director of Capital Projects &amp; Operations</b>	Non Exempt	No	Yes

**JOB SUMMARY:**

The **Transportation and Facilities Supervisor** is responsible for managing transportation logistics and coordinating facilities operations at Gadsden State Community College. This role ensures the efficient and timely distribution of mail, proper scheduling and maintenance of college fleet vehicles, facilities management of meeting spaces and oversight of security systems, including surveillance cameras and keyless entry access. The supervisor will work closely with campus security (Police and Public Safety), administrative departments, and external service providers to ensure compliance with college policies and enhance operational efficiency.

This position requires strong organizational, technical, and communication skills, as well as the ability to multitask effectively while maintaining high standards of security, accuracy, and accountability in all responsibilities.

**QUALIFICATIONS:**

- ◆ Two (2) years of Postsecondary education with a minimum of 15 semester hours in transportation, industrial maintenance or facilities technology, or a related field **required**
- ◆ Valid Class A with Passenger Commercial Driver’s License (CDL) **required**
- ◆ Three (3) years’ experience in transportation supervision **required**
- ◆ Experience in facilities management, or security monitoring *preferred*
- ◆ Budgeting experience *preferred*

**DESIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

- ◆ Proficiency in basic computer skills, including email and data entry
- ◆ Ability to coordinate assigned activities
- ◆ Ability to operate security cameras and keyless entry systems
- ◆ Strong organizational and communication skills
- ◆ Ability to establish and maintain effective working relationships with other employees and the public
- ◆ Ability to maintain confidentiality of information
- ◆ Ability to work a flexible schedule, including nights and weekends

## **DUTIES:**

### **Transportation**

- ◆ Manage the Transportation Department budget
- ◆ Manage open purchase orders
- ◆ Schedule the use and maintenance of all college fleet vehicles
- ◆ Oversee the fueling operations for all college-owned fleet vehicles
- ◆ Maintain accurate records of vehicle usage, repairs, and inspections
- ◆ Ensure compliance with all transportation policies and procedures
- ◆ Assist with transportation logistics for special events and departmental needs

### **Mail Operations**

- ◆ Manage the Mail Operations budget
- ◆ Manage open purchase orders
- ◆ Supervises the campus mail service staff, ensuring efficient internal mail transfer operations
- ◆ Oversee the timely distribution of incoming and outgoing mail across all campuses
- ◆ Serve as the primary liaison with postal services, including USPS, UPS, FedEx, and other couriers
- ◆ Sign for and process incoming mail that requires special handling
- ◆ Provide backup support for all mail-related duties as needed

### **Security Systems**

- ◆ Monitor security cameras across all Gadsden State campuses to ensure safety and compliance.
- ◆ Assist with the administration of Keyless Entry & Camera Systems, including the Nside platform
- ◆ Provide access control support for new and existing security systems
- ◆ Collaborate with campus security, law enforcement, and IT personnel to enhance surveillance and access control
- ◆ Coordinate with IT for maintenance and repairs of security camera and access control systems

### **Facility Coordination**

- ◆ Oversee the meeting spaces in Inzer Hall, Science Building and Beck meeting spaces, ensuring compliance with fire code policies and safety requirements
- ◆ Manage the booking and evaluation of event functions, determining the necessary setup and cleanup details before, during, and after events
- ◆ Ensure the setup of appropriate equipment, technical support, and services needed during events
- ◆ Create event schedules
- ◆ Coordinate with custodial and security staff to assign personnel for events
- ◆ Maintain accurate records for various facilities
- ◆ Provide facility access for prospective rental clients

### **Administrative & Compliance Duties**

- ◆ Responsible for Alabama Department of Environmental Management (ADEM) reporting
- ◆ Compose routine correspondence related to transportation, mail operations, and security systems
- ◆ Assist with the preparation of purchase order requests
- ◆ Maintain files, forms, and records related to assigned service areas
- ◆ Prepare reporting data
- ◆ Conduct inventory checks on supplies and equipment
- ◆ Perform other duties as assigned by administration
- ◆ Serve on college committees as assigned
- ◆ Comply with all policies of the Alabama Community College System, and the College

*Note: The intent of this description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade.*

**Physical Demands and Work Environment:**

The physical demands and work environment characteristics described below represent those that an employee may encounter and must meet to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions.

**Physical Demands:**

- ◆ Mobility: Frequent walking, standing, and driving between campus locations.
- ◆ Manual Dexterity: This job requires repeated and coordinated use of your arms, hands, wrists, and fingers to sort and categorize mail. Regular use of standard office equipment, such as computers, printers, and copiers.
- ◆ Lifting: Ability to lift and carry materials weighing up to 50 pounds.
- ◆ Communication: Clear and effective verbal and written communication skills are essential.

**Work Environment:**

- ◆ Setting: Work may involve indoor and outdoor settings in varying weather conditions.
- ◆ Travel: Daily travel between campuses is required
- ◆ Schedule: Standard work hours are expected; however, flexibility is necessary to accommodate deadlines or program needs.
- ◆ Interaction: Regular collaboration with various departments, faculty, staff, and external partners.

**Reviewed by: Director of Human Resources  
Director of Capital Projects & Operations**

**Printed Employee Name:**

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**Employee Signature**

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**Date**