

Maranatha Baptist University

Job Description

Job Title: *Transportation Services Supervisor*

Department:	Transportation Services	Supervisor:	Facilities Manager
Employee Name:	TBD	Employee Classification:	S-1
Prepared by:	Facilities Manager	Date Updated:	March 23,2026

Summary

Maintains, repairs, and oversees university vehicles and equipment, ensuring safety, reliability, and regulatory compliance. Manages preventive maintenance, vendor coordination, budgeting, and student workers. Supports campus transportation needs, conducts driver training, and assists with facilities projects while modeling Christian leadership and contributing to the mission of MBU.

Essential Duties

- Possesses a working knowledge of vehicle systems and operation to properly maintain and repair gasoline and diesel engines, transmissions, drive trains, electrical systems, heating & A/C, passenger comfort, and safety features.
- Determines appropriate course of action for repairs (self-op or outsourced) on OTR vehicles, facilities maintenance vehicles and grounds equipment. Negotiates with vendors for best quality and price to complete this work. Although major repairs & overhauls are infrequent, employee should possess ability to perform the following duties:
 - Replaces engines, transmissions, and axles.
 - Replaces and adjusts brakes, repairs or replaces struts and shocks.
 - Replaces and adjusts headlights, HVAC components, fuel system components, and ancillary items.
 - Diagnosis and replaces damaged hydraulic system components such as valves, pumps, cylinders, and hoses.
 - Employee must expect to provide most personal hand tools to perform vehicle repairs. Limited specialty equipment is provided by MBU.
 - Examines damaged vehicles and estimates for cost of repairs.
 - Performs minor cosmetic repairs
 - Replaces hoods, doors, and trunks
- Frequently works with Facilities Admin Assistant who coordinates with Administrative Support Secretary (Business Office) and Athletics to assign vehicles for MBU and MBA functions. Supervisor will also update vehicle assignment spreadsheet with available vehicles and assignments, returns all keys from the drop box.
- Daily fills gas, checks fluids, and verifies vehicle readiness (seats in or out, safety cage installed, clothes rack installed) for use. Frequently checks scheduling requests.
- Maintains preventive maintenance schedule, updates vehicle maintenance logs including parts purchases made on the electronic work order system.
- Coordinates operation and maintenance of vehicle shop and equipment with Facilities Manager to provide a safe and efficient work environment.

- Fulfills assigned work orders of other departments for welding and equipment repairs as time and operational needs dictate.
- Schedules and supervises student workers.
- Works with Business Office to procure and maintain certificates of title and registrations. Arranges for annual inspection of commercial vehicles. Maintains registration and insurance information in each vehicle.
- Trains travel group personnel for van usage and conducts behind-the-wheel evaluations for prospective van drivers.
- Works with Facilities Administrative Assistant to schedule other CDL drivers for over-the-road trips for choirs, athletic teams, and other events. Drive buses when operationally necessary.
- Prepares annual department budget. Aids Facilities Manager in vehicle purchasing decisions and periodically recommends vehicle reassignments and disposals. Works with Facilities Manager on department action projects.
- Misc. Tasks
 - Perform as directed any and all tasks within the responsibilities of the Facilities Management department.
 - Assist as directed in other areas of the institution during times of need
- As an employee of Maranatha, you are expected to help accomplish the mission in ways that include but are not limited to: leading students in prayer, giving Biblical advice, mentoring in spiritual matters, helping students develop Christian maturity, and teaching the Word of God. This leadership of students should be accomplished through direct communication with the students, and it must also be accomplished by the example you set in your personal life both at and away from the ministry.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, or abilities required for the position. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

- Must possess at least a **Wisconsin Class B Commercial Driver's License with the "P" endorsement** and no airbrake or intrastate restrictions. Person holding this position is subject to federally-mandated periodic drug and substance abuse testing and must possess a current fed med card.
- Education and Experience:
 - High school diploma or general education degree (GED).
 - Two-year certificate in automotive technology from a college or a technical school or equivalent training from other training venues.
 - 5 years' successful **experience in vehicle repair/maintenance**.
 - One year of successful supervisory experience.
- Language Skills:
 - Ability to read and comprehend instructions in various formats, short correspondence, and memos.
 - Ability to write simple correspondence.
 - Ability to effectively present information in one-on-one and small group situations to contractors, suppliers, faculty, staff, and students.

- **Mathematical Skills:**
 - Ability to make calculations involving fractions, ratios, proportions, percentages, area, circumference, and volume.
 - Ability to apply concept of arithmetic to practical situations.
- **Reasoning Ability:**
 - Ability to utilize principles of facility maintenance to solve practical problems.
 - Ability to distinguish between relevant and extraneous information present in typical problem situations.
- **Certificates, Licenses, Registrations:**
 - Valid U.S. driver's license.
 - Trade license desirable.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

- **While performing the duties of this job:**
 - The employee is regularly required to stand; use hands to finger, handle, or feel; and reach with hands and arms.
 - The employee frequently is required to walk, climb a ladder or balance, stoop, kneel, crouch or crawl, and to talk or hear.
 - The employee is occasionally required to sit and to smell.
 - The employee must frequently lift or move up to 25 pounds and occasionally lift or move up to 100 pounds.
- **Specific vision abilities required by this job include:**
 - Close vision.
 - Distance vision.
 - Color vision.
 - Peripheral vision.
 - Depth perception.
 - Ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- **While performing the duties of this job:**
 - The employee is regularly exposed to moving mechanical parts and vibration.
 - The employee is frequently exposed to outside weather conditions.
 - The employee is occasionally exposed to wet or humid conditions; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; and risk of electrical shock.
 - The noise level in the work environment is usually loud.

This position may occasionally require 2nd shift, 3rd shift, or weekend work.

Evaluation

Performance of this position will be evaluated by the Facilities Manager under the provisions of this description and the policies of the *Maranatha Baptist University Staff Handbook* by the Facilities Manager.