

**OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF PERSONNEL**

TRANSPORTATION SPECIALIST LEAD SUPERVISOR

Class Code: K9307

DISTINGUISHING FEATURES OF THE CLASS

Under direction, is required to plan, assign, supervise and review the activities of transportation staff engaged in a variety of tasks related to the delivery of materials to and from work locations and passengers or other cargo to designated locations; responsible for staff maintenance and upkeep of vehicles; directs assigned warehouse staff in the loading and unloading of deliveries.

ILLUSTRATIVE DUTIES AND RESPONSIBILITIES

1. Supervises operation of state-owned vehicles to receive, transport or deliver equipment, mail, supplies, payroll warrants, passengers or other cargo to/from designated locations.
2. Supervises the loading and unloading of vehicles and may direct staff in warehousing of delivered cargo.
3. Oversees the maintenance of vehicles to ensure proper operating conditions: including lights, brakes, tires, oil; etc., and routine maintenance and upkeep on a scheduled or emergency basis.
4. Plans and assigns daily work of staff in order to maintain operations.
5. Performs other duties as required or assigned.

REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to the completion of high school **and** two (2) years experience overseeing, managing and/or directing staff in a transportation/delivery setting.

TRANSPORTATION SPECIALIST LEAD SUPERVISOR (Continued)

Knowledge, Skills and Abilities

Requires possession of a valid Illinois driver's license
Requires ability to plan, assign and review work for subordinates
Requires ability to read maps, use navigation equipment or otherwise determine destinations
Requires ability to check gas, oil, water, and tires of assigned vehicles
Requires ability to maintain effective working relationships with other employees
Requires ability to operate mechanical equipment related to loading and unloading vehicles
Requires physical condition sufficient to load and unload van or truck in warehouse setting

EXAMINATION INFORMATION

Tests and Weights: Training and Experience, 100%

Length of Eligibility: 1 year

Established – July 16, 2014

Revised –