POSITION NOTICE
BIG SPRING SITE

POSITION: **Transportation Coordinator #556**

NOTE: **OFFICIAL TRANSCRIPTS AS WELL AS ANY OTHER DOCUMENTS DISCLOSING CREDENTIALS PERTAINING TO THIS POSITION WILL BE REQUIRED. WILL BE SUBJECT TO A CRIMINAL BACKGROUND CHECK.**

EXPERIENCE AND OTHER QUALIFICATIONS REQUIRED: High school graduate or equivalent required, additional education will be recognized. Four (4) years related experience preferred. Must possess and maintain a valid Texas Class A or B Commercial Driver's License with passenger endorsement. Must pass and maintain a current DOT physical, along with pre-employment and annual MVR checks and drug testing. Must be able to lift and move baggage up to 50 lbs., and perform physical tasks such as climbing, bending, and kneeling. Must be able to work in various weather conditions and drive for extended periods. A strong understanding of vehicle safety regulations, fleet maintenance, and operations is essential. Proficiency in Microsoft Office Suite, vehicle tracking systems, and other fleet management tools is required.

DESCRIPTION OF JOB DUTIES: Responsible for the safe transportation of students and staff between campuses, while managing the scheduling and maintenance of the college's fleet vehicles and select equipment. Oversee all aspects of fleet maintenance logistics and coordinates trip assignments for other college drivers. For a complete list of job duties please review the job description, available from Human Resources.

SALARY RANGE: **$55,611 - $61,013**

POSITION AVAILABLE: **Immediately**

TO APPLY: **Complete online application at: https://howardcollege.edu/careers/**

POSTED: **February 20, 2026**