TRANSPORTATION TECHNOLOGY SPECIALIST

Purpose Statement

The job of transportation technology specialist was established for the purpose of supervising the day-to-day operations of technology in the Transportation Department. The transportation technology specialist offers assistance and guidance in providing efficient and safe student transportation using routing, GPS and other transportation software. The specialist must also be able to perform regular bus driving duties as needed.

This position reports to the Transportation Director.

Essential Functions

• Oversees daily function and operation of transportation software and equipment.

• Video Equipment
  o Ensure all equipment is active and working
  o Repair and/or replace inoperable equipment
  o At the request of school administration, retrieve hard drives from the vehicle; view, copy and provide a copy as requested
  o Process required paperwork for warranty, repair, replacement and new equipment

• GPS Equipment
  o Manages day-to-day operation of GPS software and equipment for tracking bus routes, etc.
  o Creates and schedules various daily reports from software
  o Tracks bus routes for route comparison
  o Assist routing specialist with concerns, reports, etc.
  o Communicates with various individuals regarding software, repair, and upgrades
  o Assist with repair and replacement of equipment with both shop and supplier
  o Assist dispatch office with issues necessary to track buses while on route
  o Process requirement paperwork for warranty, replacement, repairs and new purchases
  o Provides training for employees on the use of equipment

• Office Equipment/Computers
  o Maintain and repair office equipment as necessary; i.e. copiers, printers, fax machines, computers
  o Ensures supplies are in stock for equipment
  o Assist staff with equipment issues and training as needed

• Diagnostic Equipment
  o Assist shop/mechanics with equipment for codes related to bus malfunctions

• Fueling Station
  o Must have/obtain appropriate certification from State of TN to monitor and report problems with on-site fueling area
  o Maintain data and records for annual state reporting and inspection
  o Ensure area is clean, report any leaks or damage to area
  o Contact person for vendor/supplier

• Networks for department; contacts IT department for assistance with technology concerns/issues.

• Participates in meetings, in-service training, workshops, annual conferences, etc. as required to improve performance of job functions.

• Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

• Assist in any emergency situation that may arise including dispatch functions; accidents, etc.

Other Functions

• Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities
SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; planning and managing projects; budgeting and financial management; and developing effective working relationships.

KNOWLEDGE is required to perform simple math, communicate easily with others, ability to read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: personnel processes; pertinent policies, and applicable education and transportation regulations and/or laws.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; meeting deadlines and schedules; setting priorities; working as part of a team; dealing with frequent interruptions and changing priorities; and maintaining confidentiality.

Responsibility
Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; and directing the use of budgeted funds within a work unit. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to impact the organization's services.

Working Environment
The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 75% sitting, 10% walking, and 15% standing. The job is performed under minimal temperature variations and in a generally hazard free environment. Must be able to work early in the morning.

Experience
Job related experience is required.

Education
High School Diploma is required. Additional education in related field is preferred

Equivalency
None Specified

Required Testing
None Specified

Continuing Educ. / Training
None Specified

Certificates & Licenses
Valid Driver’s License & Evidence of Insurability plus a valid Tennessee Class B Commercial Driver’s License with P (Passenger), “S” School Bus and Air Brake Endorsement. Also trained as a qualified bus driver. Certifications for on-site fuel monitoring are computer based. Must complete type A, B, and C certifications for the Tennessee Underground Storage Tank tests.

Clearances
Criminal Justice Fingerprint/Background Clearance

FLSA Status
Non-exempt

Approval Date

Salary Grade