Jordan School District
CLASSIFIED JOB DESCRIPTION

Job Title: **Transportation Systems Technician I (W05)** Job Family: 8

Department: Transportation Lane Placement: **8**

Supervisor's Title: Director of Transportation, Coordinator Contract: 245

FLSA Classification: Non-exempt Hours per day: 8

Department Approval: _____ Date: 7·1·15

ADA Review: _____ Date: 7·2·15

Human Resources Approval: _____ Date: 7-1-15

Superintendent Approval: _____ Date: 7/7/15

Original date: 12/12 Revised: 07/15 Revised: _____ Revised: _____

GENERAL FUNCTION

Under the supervision of the Director of Transportation and assigned coordinator, the **Transportation Systems Technician I** will assist in the set-up, programming and management of the GPS, camera systems and two-way radio systems associated with the transportation fleet, and other duties as assigned. Will completed assigned work orders and assignments and will assist in training bus drivers and other department employees as needed.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

ESSENTIAL FUNCTIONS

- Install, program and assist in managing the GPS, camera systems and the two-way radios in the District.
- Assist with retrieval and management of large amounts of electronic data from these systems. Compile reports as directed for the director, coordinators, law enforcement and District personnel. Maintain confidentiality in all situations.
- Maintain and troubleshoot problems with GPS, camera and radio systems on buses, to include cabling, programming, connectivity, mechanical and electronic problems, as well as user error.
- Assist with the maintenance and update of the transportation fleet management maintenance tracking system.
- Assist with system equipment asset tracking, warranties, returns and repairs. May research and report on cost effectiveness of system components. Provide input to the technician II of new or improved system technology. Maintain records of system problems and their resolution.
- May coordinate with the IS department to provide support for transportation computers.
- Complete assignments in a cost efficient and timely manner.
- Provide training and assistance to others in the department regarding the GPS, camera systems and two-way radios as needed.
- May respond to after hour emergencies for data retrieval.
- This position requires punctual and regular daily attendance.
- Will drive a District vehicle or personal vehicle throughout the District as needed.

NON-ESSENTIAL FUNCTIONS

- Required to attend all scheduled training and departmental meetings.
- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal background check.
- Will be subject to pre-hire and random drug testing.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Minimum Job Qualifications:

- Requires High school diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be requested.
- Completion of an associate's degree in computer science, networking or related field preferred.
- Requires two years of work related experience with demonstrated competence in the installation/repair of GPS, camera or radio systems or computer operation, networking or an equivalent combination of experience and education.
- Experience with similar district GPS, camera and/or radio systems preferred.
- Requires experience with word processing, computer input and retrieval, spreadsheets and working with other software programs.
- Requires skills and ability to work independently to assess and resolve problems.
- Must demonstrate competence in reading, writing and math.
- Requires excellent interpersonal and customer service skills. Interacts with administrators, staff and public in completing tasks.
- Requires ability to organize and prioritize work assignments.
- Requires a valid Utah Driver's License. CDL with endorsements preferred.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

Machines, Tools & Equipment Used:

- Basic office equipment (e.g. telephone, computer, and copy machine).
- GPS systems, camera and radio systems.
- Tools used to install and/or repair GPS, camera and radio systems.

Physical Requirements – Not limited to the following:

- Requires frequent walking, fine motor dexterity and repetitive gripping and pinching.
- Requires occasional carrying up to 40 pounds and lifting from floor to overhead of 10 pounds.
- Requires frequent kneeling (continuous up to 15 minutes) and crawling.
- Requires continuous overhead work (up to 10 minutes).
- Requires occasional climbing and working while on a ladder and working in extreme temperatures (hot/cold).

- Occasional (0-33%) Frequent (34-66%) Constant (66-100%)
- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

NOTE: *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*