

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
Job Description**

Job Title: AV/GPS Technician

Department: Student Transportation

Date: July 2019

Reports To: Assistant Student
Transportation Manager

Grade: H

H.P.D. 8.0

D.P.Y. 260

Purpose of Job:

The purpose of this job is to perform as a Transportation AV/GPS Specialist within the Student Transportation Department.

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Must be able to possess and maintain a CDL with Passenger & Student Endorsements, annual DOT physical, and operate a school bus as needed.

Must have extensive Zonar knowledge with global positioning satellite (GPS) technology – responsible for coordinating all GPS (Zonar) data management and for providing assistance with hardware purchases and installation within the Student Transportation Department.

Manages day-to-day operations of GPS software for the purpose of tracking school bus routes, for planned versus actual route comparison, and for providing on-time performance data to the Student Transportation Manager.

Must learn all operations of Transfinder and Zonar software to assist in training the Student Transportation staff and the Vehicle Maintenance staff. Must provide additional assistance to the Dispatch Team with GPS tracking of the fleet.

Responsible to ensure all school bus REI video recording devices are operational and will be directly responsible for retrieving, reviewing, and downloading coverage requested by all administrative staff members.

Implements changes to the District's school zoning and re-zoning with site visits and updating new construction GEO coding to the Transfinder software.

Provides Special Projects Manager with assistance and feedback of the digital radio systems, frequency management, annual software updates, etc.

Communicates with the Vehicle Maintenance Manager on equipment failures and requests repairs as needed.

Inspects and ensures all school bus GPS and video recording devices are maintained and operational.

Must have the ability to operate the following software programs: TripPlanner, Bus Depot, Microsoft Office® (Word, Excel, Power Point, and Outlook), Transfinder, Power School, REI Audio/Visual.

Assists Routing Specialist with software concerns, reports, and data management.

Secures data for state reports, including but not limited to the following: on-time performance data, route mileage, and trip mileage.

Works directly with the CMCSS Technology Department on all software repairs and upgrades.

Responsibilities include working under limited supervision using standard practices and/or methods.

Additional Job Functions

Performs other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma with three or more years of experience in GPS, AV or related fields. An equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Valid Tennessee CDL with P & S Endorsements required.

ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

PHYSICAL REQUIREMENTS: Must be physically able to operate with a reasonable level of skill a variety of office machines and equipment such as telephones, computers, calculators, copiers, fax machines, etc. Must be able to use body members to work, move or carry objects or

materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds of force frequently. Physical demand requirements are at levels of those for active work. Must be able to lift and/or carry weight of twenty to forty pounds.

DATA CONCEPTION: Requires the ability to compare and/or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

INTERPERSONAL COMMUNICATION: Requires the ability of speaking and/or signaling people to convey or exchange information. This includes giving assignments and/or directions to co-workers or assistants.

LANGUAGE ABILITY: Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to the job of AV/GPS Technician. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand complex principles and techniques, to make independent judgments in absence of supervision, to acquire knowledge of topics related to the job.

VERBAL APTITUDE: Requires the ability to record and deliver information to supervisors and officials, to explain procedures and policies, and to follow verbal and written instructions, guidelines and objectives.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas, add and subtract totals, multiply and divide, determine percentages, determine time and weight, and utilize statistical inference.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using automated office equipment. .

MANUAL DEXTERITY: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have minimal levels of eye/hand/foot coordination.

COLOR DISCRIMINATION: Requires the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people (i.e. staff, supervisors, general public, and officials) beyond giving and receiving instructions such as in

interpreting departmental policies and procedures. Must be adaptable to performing under considerable stress when confronted with an emergency related to the job of AV/GPS Technician.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (talking -expressing or exchanging ideas by means of spoken words). (Hearing -perceiving nature of sounds by ear).

ATTENDANCE: A regular and dependable level of attendance is an essential function for this position.

KNOWLEDGE OF JOB

Has a thorough knowledge of the policies, procedures and activities of the Clarksville-Montgomery County School System, student transportation, and bus route practices as they pertain to the performance of duties relating to the job of the AV/GPS Technician. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the department. Knows how to keep abreast of any changes in policy, methods, computer operations, equipment needs, etc. Is able to effectively communicate and interact with supervisors. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Has good organizational human relations. Is able to use independent judgement and work with little direct supervisor when necessary. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Is knowledgeable and proficient with computer software, as well as GPS, A/V equipment, and routing software. Is able to read, understand, and interpret reports and related materials.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

Employee’s Signature

Supervisor’s Signature

Employee’s Munis Number

Date

Date