

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM  
CLARKSVILLE, TENNESSEE  
JOB DESCRIPTION**

**Job Title:** AV/GPS Technician

**Department:** Student Transportation

**Grade:** I  
**H.P.D.** 8.0  
**D.P.Y.** 260

**Date:** July 2023

**Reports To:** Assistant Student Transportation Manager

**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 maintain; a Commercial Driver's License (CDL) with passenger and school bus endorsements, annual DOT, and operate a school bus transporting students to and from school 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 Viewfinder, Zonar, StopFinder, and RFID 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.

Required to train the entire Transportation Staff on all current software and train and implement new Transportation software as updates continue to evolve.

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

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 bus radio equipment failures and request 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, Outlook, and Google Docs), Viewfinder, Power School, REI Audio/Visual, Digital Info Board, StopFinder, and RFID.

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

Gathers and secures data weekly for state reports and senior management, 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.

Photographs events and in-services, and creates slideshows for all required in-services.

### **Additional Job Functions**

Performs other duties as required.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

High school diploma (or equivalent) 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.

### **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.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

#### **REQUIRED SKILLS, ABILITIES AND PHYSICAL REQUIREMENTS:**

- Must be able to do occasional lifting, carrying, pushing and/or pulling of up to 40 pounds, standing, sitting, walking, bending, stooping or kneeling;

- Must be able to traverse school facility;
- Must have significant fine finger dexterity;
- Must be able to operate standard office equipment including pertinent and required software applications;
- Must possess excellent language skills (verbal and written) requiring the ability to read informational documentation, directions, instructions, policies and procedures related to this job, requiring the ability to give assignments and/or directions to co-workers, assistants, supervisors, students and parents/guardians, requiring the ability to deliver verbal and written communications in English language;
- Must possess excellent interpersonal skills with ability to interact with people (staff, supervisors, parents/guardians, students) and maintain professionalism and tact in all situations, including emergent ones, must be able to maintain constructive relationships;
- Must possess excellent organizational skills and attention to detail;
- Must be able to perform multiple, highly complex, technical tasks with periodic need to enhance skills in order to meet changing job conditions.
- Must be able to apply assessment instruments and analyze data and possess problem-solving skills.
- Must be able to make independent judgments in absence of supervision.

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

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

**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.

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.

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**Employee's Signature**

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**Supervisor's Signature**

\_\_\_\_\_  
**Employee's Munis Number**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**