

Killeen Independent School District Job Description

Job Title: Driver/Automation Tech
Department: Transportation Services
Reports To: Transportation Support Supervisor

SUMMARY

Responds to user inquiries and requests regarding computer security, operating systems, user data, network matters, printing, and hardware troubleshooting.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Interfaces with district personnel and Network Services staff for troubleshooting district network and hardware issues.

Installs and configures specialized District standard software on user workstations.

Troubleshoots network connectivity and applications supporting Transportation Dispatch Communications, Bus GPS monitoring, student routing, and District wide systems devices and applications.

Enters user request in help desk software, assigns tasks, and follows-up for resolution.

Troubleshoots workstations (PC and Mac), applications, and hardware configurations (printers) necessary to support all Transportation Facilities.

Serves as the initial point of contact in the resolution of questions regarding computer security, operating systems, user data, network issues, printing, and hardware troubleshooting.

Utilizes advanced computer skills in order to maintain data systems and database information used within the department.

Maintaining office automation systems and bus video systems and databases, as well as conducting automation systems training.

Inventories all of video recording and playback equipment, and office computers and printer systems.

Maintains a library of digital videos held in suspense and delivers videos via network to transportation administrative personnel, school principals, and assistance principals upon request. Converts digital videos to acceptable media for use by law enforcement officials.

Provides end-user training and assistance where required.

Serves as a substitute bus monitor, as needed. Performs duties and functions of the position and maintains all certifications required to perform these duties.

Operates two-way radio equipment and communicates information required for continuing operation of all transportation functions.

Makes presentations during driver in-service training and small group meetings and assists in department-wide staff development programs, as needed.

Assists in accident and incident investigations, as required.

Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. There may be alternatives to the below qualifications as the Board of Trustees may find appropriate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's degree in Computer Science, Information Systems, or in a related field preferred; or 48 semester hours of college with an emphasis in Computer Science, Information Systems required, or a related field and two years of related work experience. Experience in Windows operating systems, desktop applications, PC/Mac platforms and printers, required.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to speak clearly and effectively over a radio communications system, before groups of students and sponsors, and before groups of customers or employees of the organization.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

COMPUTER SKILLS

Must be familiar with troubleshooting of automated systems (hardware and software), utilizing the District's standard software products, plus any additional software that may be unique to the position. Must also possess the ability to utilize advanced computer skills in order to maintain data systems and information used within the department.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists and in a fast paced, high-pressure environment. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

Commercial Driver's License (Class A or B), and 2 years of, behind the wheel, school bus transportation experience. Texas Association for Pupil Transportation (TAPT) certification preferred.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to talk and hear; stand; use hands to finger, handle, or feel; and reach with hands and arms. In addition, continual sitting, reaching, and repetitive hand and arm motions, frequent walking, stooping, bending, kneeling, crouching, crawling, pushing and pulling may be required. Moderate lifting and/or carrying up to 50 pounds or more. Specific vision abilities required by this job include close vision, depth perception, and ability to adjust focus during the hours of daylight and darkness.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Although, while performing the duties of this job, the primary work environment is in an office setting, the employee might frequently be exposed to wet and/or humid outside conditions; moving mechanical parts; fumes or airborne particles; toxic or caustic chemicals, and vibration. Occasional in and out-of-district travel may be required. The noise level in the work environment is usually moderate.

Prepared Date: June 13, 2018

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.