

**Killeen Independent School District
Job Description**

Job Title: Support Technician

Reports To: Transportation Support Specialist

FLSA Status: Non-Exempt

SUMMARY

Works with Transportation Support Specialist in the maintenance and recordkeeping for support equipment on school buses and other district vehicles (GPS, video, and other support equipment and licensing records).

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following and other duties that may be assigned:

Serves as the primary District Accident / Incident Investigator. Collect information, photograph scene, and provide the Transportation Director's office with a preliminary Accident / Incident Report for district owned equipment. Maintain database of all accidents / incidents.

Maintains database on all district vehicular equipment; to include department and section assignment of the equipment.

Maintains records pertaining to registration and licensing for all required district vehicles, trailers, and miscellaneous vehicular equipment.

Assists the Director and Maintenance Manager in the preparation of documentation on all incoming vehicles, trailers, and miscellaneous vehicular equipment.

Installs and monitor GPS systems on district equipment, ensuring safe operation and proper use of buses and vehicles.

Assists the Director, Operations Specialist, and Maintenance Manager with equipment specifications for buses, white fleet, and miscellaneous support equipment.

Conducts inclement weather checks within the district as required

Assists in the preparation of state and district Reports.

Responsible for inventories of assigned tools and equipment.

Responsible for safe work area operations.

Serves as a substitute driver or monitor as needed. As primary District Accident / Incident Investigator, incumbent will not be scheduled to perform this function during peak accident times (route times).

Performs duties and functions of these positions and maintains all licenses and certifications required to perform these duties.

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

Performs other duties as may be assigned by the Transportation Support Specialist or Director for Transportation Services.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. There may be an alternative to the qualifications as the Board of Trustees may find appropriate.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED). One year mechanic experience working in a vehicle repair facility required.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedures manuals. Ability to write routine reports and correspondence. 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 add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals.

COMPUTER SKILLS

This position requires that the employee be able to operate an IBM-compatible computer, utilizing the District's standard software products plus any additional software that may be unique to the position.

REASONING ABILITY

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

CERTIFICATES, LICENSES, REGISTRATIONS

Must be able to obtain and maintain Texas Class A or B commercial driver's license (CDL), with passenger (P) and school bus (S) endorsements and without air brake restrictions and a Texas school bus driver certification certificate issued by Texas Department of Public Safety (DPS)

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; a demonstration of the ability to perform these physical activities may be required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability to operate a motor vehicle and operate wheelchair lifts, ramps and wheelchair tie down equipment. While performing the duties of this job, the employee is required to talk and hear; to walk; stand; sit; to climb and balance; use hands to finger, handle, or feel; and reach with hands and arms. Frequent walking, stooping, bending, kneeling, crouching, crawling, pushing, and pulling. Occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance 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.

While performing the duties of this job, the employee is frequently exposed to outside weather conditions,; moving mechanical parts; high, precarious places; fumes or airborne particles, toxic or caustic chemicals; and vibration. Occasional driving during the hours of darkness. The noise level in the work environment is usually moderate to loud.

OTHER QUALIFICATIONS

Must be 20 years of age or older. Must have acceptable driving record according to Texas Education Agency and Texas Department of Public Safety standards. Must pass pre-employment drug test (and subsequently participate in random drug and alcohol testing program) and a physical (while employed, physicals will be taken annually.) Must also initially complete Texas School Bus Driver Certification Course (20 Hours) and subsequently the Texas School Bus Driver Refresher Course (8 Hours) every three years.

Prepared Date: May 12, 2017

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.