

# DISTRICT SCHOOL BOARD OF PASCO COUNTY

## JOB DESCRIPTION

### Transportation Communications Technician

<b>Department:</b> Transportation Services	<b>Job Code:</b> 5171
<b>FLSA:</b> <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	<b>Salary Schedule:</b> 23B
<b>Reports To:</b> Supervisor, Transportation Maintenance	<b>Work Days:</b> 245
<b>Board Approved Date:</b> February 16, 2016	<b>Work Hours:</b> 8 hrs/day

**JOB GOAL:** Responsible for maintaining, troubleshooting, diagnosing, procuring, and repairing electronic equipment used to support transportation services. Utilize computer programs to maintain inventory, process work orders, fulfill work requests, generate reports, and ensure compliance with state regulatory and budgetary guidelines.

#### ESSENTIAL DUTIES & RESPONSIBILITIES:

*The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position.*

1. Install, diagnose, troubleshoot, repair, and maintain transportation electronics such as analog/digital audio and video systems, two-way communicators, route management, and student tracking systems to ensure equipment is working within established parameters.
2. Perform preventive maintenance on all equipment as scheduled and in accordance with manufacturer recommendations and/or department procedures.
3. Operate and maintain appropriate diagnostic equipment that aid in troubleshooting and repairing transportation equipment.
4. Determine feasibility of repair versus replacement and recommend the purchase of new or special equipment when necessary.
5. Maintain bus video systems including camera aim, focus, and date/time stamp to ensure accurate documentation of staff and student activities during transportation
6. Read and interpret electronic schematics to ensure proper and efficient equipment repair.
7. Provide technical support to end-users that enables an understanding of safe usage, and operation of equipment.
8. Report dangerous/hazardous situations, including equipment and vehicle damage, to department management.
9. Operate and road test district vehicles to ensure new, replaced, or repaired equipment and systems are working properly and within design parameters.
10. Maintain accurate property asset records and all related forms as prescribed by internal procedures.
11. Maintain accurate information regarding inventory, tools, and other equipment to ensure repairs and replacement are timely and completed when needed.
12. Ensure that assigned equipment, parts, supplies, and tools are stored in a safe and secure environment while maintaining a clean and orderly work space.
13. Ensure parts acquisition, warranty service, repair, and technical assistance are performed in a timely manner and within established guidelines.
14. Prepare, record, and submit all required documents, and maintain all required records in accordance with local, state, and federal laws and regulations.
15. Perform other duties as assigned.

***This position is subject to OTETA drug and alcohol testing required under the United States Department of Transportation Regulations.***

#### MINIMUM REQUIREMENTS:

*Requirements are representative of minimum levels of knowledge, skills, and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty successfully. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.*

#### KNOWLEDGE, SKILLS & ABILITIES:

- Ability to perform basic electronic diagnostics and use related tools
- Ability to solder/desolder electronic materials
- Ability to read electronic/electrical diagrams or schematics
- Ability to perform emergency repair work as needed, including after business hours
- Ability to organize, plan, and implement a project to successful completion
- Ability to communicate effectively with a variety of audiences, orally and in writing, including electronic media
- Ability to organize, prioritize, manage and carry out duties efficiently and within established timeframes

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- Knowledge of and ability to use computer programs in daily work, including email, word processing, spreadsheets, and databases.

### EDUCATION, TRAINING & EXPERIENCE:

- High school diploma or equivalent

### CERTIFICATES, LICENSES, & REGISTRATIONS:

- Valid Florida driver's license within thirty (30) days of employment
- Must meet requirements of, and maintain minimum standards in accordance with School Board Policy 505 (Safe Operations of School Board Vehicles), including acceptable driving record/history.
- Valid Commercial Driver License (CDL) Class B or above with passenger endorsement (P) (must obtain within 6 months of employment)

### PREFERRED QUALIFICATIONS:

- Experience working with and maintaining two-way radio systems (VHF / 800 MHz ADACS)
- Experience working with and maintaining audio/visual systems and components

**SUPERVISORY RESPONSIBILITY:** None

### PHYSICAL REQUIREMENTS *(Describes physical conditions of this position):*

<input type="checkbox"/>	Sedentary Work	Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull or move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
<input type="checkbox"/>	Light Work	Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently. If the use of arm and / or leg controls require exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as Light Work.
<input checked="" type="checkbox"/>	Medium Work	Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force constantly to move objects.
<input type="checkbox"/>	Heavy Work	Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
<input type="checkbox"/>	Very Heavy Work	Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

### PHYSICAL ACTIVITY:

*(Physical activities of the job are listed below and are with or without accommodations for disabilities for this position. Frequency of each applicable activity is noted according to the following: R = Regularly; F = Frequently; O = Occasionally, S = Seldom)*

R	Sitting	Resting with the body supported by the buttocks or thighs.
R	Standing	Assuming an upright position on the feet particularly for sustained periods of time.
R	Walking	Moving about on foot to accomplish tasks, particularly for long distances.
R	Climbing	Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc. using feet and legs and/or hands and arms.
R	Balancing	Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces.
R	Bending	Lowering the body forward from the waist.
R	Stooping	Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.
R	Kneeling	Bending legs at knee to come to a rest on knee or knees.
R	Crouching	Bending the body downward and forward by bending leg and spine.
O	Crawling	Moving about on hands and knees or hands and feet

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O	Twisting	Moving body from the waist using a turning motion.
R	Reaching	Extending hand(s) and arm(s) in any direction
R	Pushing	Using upper extremities to press against something with steady force in order to thrust forward, downward or outward
R	Pulling	Using upper extremities to drag, haul or tug objects in a sustained motion.
R	Lifting	Raising objects from a lower to a higher position or moving objects horizontally from position- to-position through the use of the upper extremities and back muscles.
R	Finger Dexterity	Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
R	Grasping	Applying pressure to an object with the fingers and palm.
R	Feeling	Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips
R	Repetitive Motions	Substantial and continuous movements of the wrists, hands, and/or fingers.
R	Talking	Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.
R	Hearing Acuity	The ability of perceive speech and other environmental sounds at normal loudness levels.
R	Visual Acuity	The power to see at a level which allows reading of numbers and text, operations of equipment inspection of machines, etc.

### WORKING CONDITIONS:

*(Conditions the worker will be subject to in this position with or without accommodations for disabilities. Indicate all that apply to the position with an "X". Please note that there can be more than one condition.)*

<input type="checkbox"/>	Outdoors	The worker is subject to outside environmental conditions. There is not effective protection from weather conditions such as wind, moisture, sunlight, extreme temperature changes, etc.
<input type="checkbox"/>	Indoors	The worker is subject to inside environmental conditions. There is protection from weather conditions but not necessarily from temperature changes.
<input checked="" type="checkbox"/>	Indoors and Outdoors	The worker is subject to both environmental conditions. Activities occur inside and outside.
<input type="checkbox"/>	Cold	The worker is subject to extreme cold. Temperatures are below 32 degrees for periods of more than one hour.
<input type="checkbox"/>	Heat	The worker is subject to extreme heat. Temperatures are above 100 degrees for periods of more than one hour.
<input type="checkbox"/>	Noise	The worker is subject to noise. There is sufficient noise to cause the worker to shout in order to be heard above the ambient noise level.
<input type="checkbox"/>	Vibration	The worker is subject to vibration. There is exposure to oscillating movements of the extremities or whole body.
<input type="checkbox"/>	Hazards	The worker is subject to hazards. This includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places and exposure to high heat or chemicals.
<input type="checkbox"/>	Atmospheric Conditions	The worker is subject to atmospheric conditions. One or more of the following conditions affect the respiratory systems or the skin: fumes, odors, mists, gases or poor ventilation.
<input type="checkbox"/>	Oils	The worker is subject to oils. There is air and/or skin exposure to oils and other cutting fluids.
<input type="checkbox"/>	Respirator	The worker is required to wear a respirator.
<input type="checkbox"/>	None	The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work).

### MACHINES, TOOLS, EQUIPMENT:

*(Machines, tools, equipment, electronic devices, vehicles, etc., used in this position.)*

Commercial vehicles (truck, bus, van, auto), forklift, pallet jack, hand tools (air, hand, power), other warehouse equipment, and other tools, equipment, and chemicals associated with the trade. General office equipment, including personal computers, fax machines, copiers, telephones, etc

*Pasco County School District will provide reasonable accommodations to qualified individuals with disabilities to allow them to perform the essential functions of the job when such individuals request an accommodation.*