

Job Title: **Transportation Video/GPS Specialist**



Position Description

To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.

FLSA Status: Nonexempt
Reports to: Appropriate Supervisor or Designee
Supervises: Appropriate Staff as required
Pay Grade: Professional – 18

APPROVED
ESCAMBIA COUNTY SCHOOL BOARD
JUNE 20, 2017
MALCOLM THOMAS, SUPERINTENDENT
VERIFIED BY RECORDING SECRETARY

JOB SUMMARY

The purpose of this job is to retrieve, process, and archive bus-based video as directed.

ESSENTIAL JOB FUNCTIONS

- Retrieves, analyzes, processes, and archives school bus-based video.
- Retrieves, analyzes, processes, and archives school bus-based GPS software.
- Serves as dispatcher or school bus operator as directed.
- Provides technical support as directed.
- Creates and edits video presentations needed by Transportation Department.
- Utilizes school bus-related software resources to investigate reports of waste, fraud and abuse when directed.
- Advises the Director regarding investigative findings.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS

- High school degree or equivalent.
- One (1) year of related experience.
- Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.
- Must be able to possess and maintain a CDL Class "B" license.

KNOWLEDGE, SKILLS, AND ABILITIES

- Requires the ability to determine the approach for doing work using guidelines provided.
- Requires the ability to perform professional-level work dealing with data, people, and technology that relates to administrative, technical, legal, or managerial skills.
- Requires the ability to make decisions that govern the activities and behaviors of staff members.
- Requires the ability to use small office equipment, including copy machines or multi-line telephone systems.

- Requires the ability to use computers for data entry and word processing and/or accounting purposes.
- Requires the ability to use highly technical computer applications.
- Requires the ability to use or repair small/light equipment.
- Requires the ability to repair, develop, or install telecommunications systems and computer hardware or network systems.
- Requires the ability to advise the Director in the establishment of policies for using, acquiring, and/or maintaining technology systems.
- Requires the ability to create plans for and guide implementation of new technology systems.

PHYSICAL DEMANDS

Medium work: Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. The work also requires the following physical abilities in order to perform the essential job functions: climbing, fingering, grasping, hearing, mental acuity, reaching, repetitive motion, speaking, talking, visual acuity, and walking.

WORKING CONDITIONS

Employees in this position work in a safe and secure work environment that may periodically have unpredicted requirements or demands.

Date of Board Approval: June 20, 2017, effective July 1, 2017

Date of Revision: