

## Union Public Schools Job Description

**Position Title:** Transportation Lead/Software Technician  
**Department:** Transportation  
**Reports To:** Director of Transportation

**FLSA Designation:** Non-exempt

**SUMMARY:** To oversee and manage the daily operation of the assigned transportation technical and informational duties and other needs.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *Other duties may be assigned.*

- Assists the Director of Transportation in the administration of transportation hardware and software.
- Assists in the development, evaluation and enforcement of transportation policies, procedures and guidelines relating to the implementation and usage of informational data collection, updating and maintenance.
- Works with campus staff, parents and the public in maintaining the appropriate performance management procedures regarding transportation efficiency and student data information.
- Updates student and information data as received and maintain district/department website information to the appropriate personnel.
- Investigates and reports all incidents related to electronic devices used to account for and transport students.
- Evaluates systems and technical information and recommend updates and upgrades.
- Works in conjunction and coordination with administration, fleet supervisors, and non-transportation personnel.
- Trains and is responsible for the continual training and development of transportation staff and district personnel relating to systems and technical transportation information.
- Prepares instruction necessary to facilitate easy distribution of software and hardware installations by designated personnel.
- Provides problem determination and resolution in response to district software application problems.
- Interfaces and communicates with the Technology Department in order to facilitate installation of necessary software on existing Local Area Networks.
- Promotes a positive image of the school District through proper dress and in dealings with parents, teachers, patrons, and all school personnel.
- Adheres to all Union Public Schools Board policies and transportation department procedures.
- Attends all in-service training classes.
- Oversees and completes all paperwork as required by the Director of Transportation or his designee.
- Performs all practice emergency evacuations as scheduled.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

**SUPERVISORY RESPONSIBILITIES:** None.

**QUALIFICATION REQUIREMENTS:** *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 the essential functions.*

**EDUCATION and/or EXPERIENCE:** Bachelor's degree preferred, high school diploma or general education degree (GED) with 5 years' experience in Information Technology; Posses and maintain an Oklahoma Driver's License with acceptable driving record and able to pass physical including drug test. Knowledge with data migration including, but not limited to, exports in flat text files, monitoring of accurate and timely import of data into the appropriate systems, and modification of export routines.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Experience with Microsoft Productivity Suite.

**LANGUAGE SKILLS:** Ability to read and interpret documents including safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

**MATHEMATICAL SKILLS:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals.

**REASONING ABILITY:** Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

**OTHER SKILLS and ABILITIES:** Ability to work in a friendly manner with co-workers and students. Ability to read and understand maps. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all District requirements and Board of Education policies.

**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 frequently required to sit and is occasionally required to walk or stand. The employee will frequently bend or twist at the neck and trunk while performing the duties of this job. The employee frequently uses hand strength to grasp equipment or students. Employee must be able to frequently ascend and descend bus steps unassisted. Must be able to assist physically disabled students on and off the bus. The employee must occasionally lift and/or move up to 50 pounds and push or pull up to 90 pounds such as students in wheelchairs or equipment. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Pass all required drug screens. If insulin dependent diabetic, employee must follow the specific requirements set by the Oklahoma Department of Public Safety.

**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 occasionally works in temperatures above 100 and below 32 and occasionally will walk on slippery surfaces. The employee must be able to meet deadlines with severe time constraints and interact with public and other workers. The employee has direct responsibility for the safety and well-being of others.

The noise level is frequently moderate.