



POSITION DESCRIPTION

POSITION TITLE	Transportation Electronics Technician
SCHOOL/DEPARTMENT	Transportation
SALARY	Salary Grade Plus Supplement
FLSA STATUS	Non-Exempt
REPORTS TO	Director and Assistant Director of Transportation
SUPERVISES	None
WORK WEEK SCHEDULE	Monday-Friday
WORK HOURS	40
NUMBER OF MONTHS PER YEAR	12

POSITION PURPOSE:

To ensure the safe transportation of children and equipment for Orange County Schools by repairing and maintaining the operating condition of technical equipment such as GPS and camera units.

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to diagnose the cause of operating defects in camera and GPS tracking systems and to make effective repairs
- Considerable knowledge of tools, equipment, and electrical wiring used in fleet management
- Some knowledge of record keeping and reporting techniques
- Ability to communicate effectively in written and oral form to student transporters and supervisors
- Good project management skills
- Good networking, telecommunication, systems, and computer application skills

EDUCATION, TRAINING, AND EXPERIENCE

- High School Diploma or Equivalent
- Two years' experience with school bus camera/security and GPS tracking systems

CERTIFICATION AND LICENSE REQUIREMENTS

- Must possess a valid driver's license issued by the NC Department of Motor Vehicles
- Must possess a Commercial Driver's License (CDL)

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Serves as lead contact person.
2. Diagnoses and repairs a variety of camera and GPS tracking equipment on school buses.
3. Repairs and overhauls specialized equipment.
4. Performs a variety of highly skilled technical tasks.
5. Installs and provides technical support to electronic equipment used in transportation.
6. Interacts well with all project team members, all support groups, vendors, suppliers and upper management.
7. Provides technical analysis for the evaluation of and provides recommendations for application packages.
8. Researches and evaluates software/hardware products and industry trends to assist project development and operational support activities.
9. Analyzes existing applications to identify weaknesses and develops opportunities for improvements. Tests and inspects electronic equipment to ensure compliance with safety and quality standards.
10. Diagnoses and repairs units.
11. Trains and assists users in procedures and reporting of equipment.
12. Maintains record keeping and reporting necessary to the transportation program as required.
13. Completes and distributes communications in a professional manner.
14. Attends and successfully completes all training activities as required to improve ability and knowledge in performance of work duties.
15. Serves as team player and role model for other employees in the organization; demonstrates a commitment to continuous quality improvement; supports and exhibits organizational core values of caring, respect, integrity, responsibility, high expectations, being customer driven, and valuing diversity.
16. Performs other duties and accepts responsibilities as assigned by the Director and Assistant Director of Transportation.

WORKING CONDITIONS	
PHYSICAL DEMANDS	Must be able to perform medium lifting 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.
WORK ENVIRONMENT	Employees in this position are required to work in indoor and outdoor environments, and come into direct contact with OCS staff, students and the public.
ACKNOWLEDGEMENTS	
The following signatures acknowledge that the supervisor has verified the accuracy of the position description, has discussed position requirements with the employee, and has advised the employee of work performance expectations	
<i>Reviewed by: Employee's Signature</i>	<i>Date</i>
<i>Approval by: Supervisor's Signature</i>	<i>Date</i>
The completed and signed position description shall be maintained at the employee's work location, shall be reviewed with the employee by his or her immediate supervisor, should be revised as required, and shall serve as the basis for all required evaluations.	

DISCLAIMER: *The above statements are intended to describe the general purpose and responsibilities assigned to this position. They are not intended to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and skills that may be required of the employees assigned to this position. This description may be revised by the supervisor, with HR review and approval, any time.*