

TRANSPORTATION TECHNICIAN

Code No. 4-14-164

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This position in a school district is responsible for providing technical support for the transportation routing system software and overseeing the daily operations of a district's routing functions. Duties include designing, implementing and maintaining a pupil transportation data base system, assisting in developing routing systems, and maintaining related records. The employee reports directly to and works under the general supervision of the Transportation Director or other higher level staff member. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Designs, implements and maintains an interactive multiple data base system for a school district transportation office network;

Designs and maintains specific data base files;

Assists with routing students to school and program locations;

Ensures appropriate software upgrades of the district's primary routing system;

Reconciles school maps with county and town maps including updating changes to the system such as parcels, centerlines, road labels, railroads and traffic lights and notifies county and town staff of district changes;

Resolves parent, teacher and driver complaints and concerns regarding routing issues;

Provides training and technical support to end users of the transportation routing system;

Maintains gasoline inventory;

Tracks gasoline usage and bills appropriate departments;

Issues bus passes to students when changes are made to routing system and disseminates information to school staff.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of data base systems utilized in office networks particularly ones pertaining to student transportation; working knowledge of the practices and procedures of student transportation; ability to reconcile information on multiple maps; organizational ability; ability to maintain accurate records; ability to resolve routing concerns and issues; ability to train system users effectively; mathematical ability; ability to communicate orally and in writing; ability to establish and maintain effective working relationships; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma PLUS either:

- (A) Graduation from a regionally accredited or New York State college or university with an Associate's degree in a computer science field plus one (1) year paid full-time or its part-time equivalent experience in data base management; OR,
- (B) Three (3) years of paid full-time or its part-time equivalent experience as defined in (A) above; OR,
- (C) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

SPECIAL REQUIREMENT: If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

ADOPTED: November 18, 1993

REVISED: September 8, 2011