



NORTH EAST INDEPENDENT SCHOOL DISTRICT

SAFETY & COMMUNICATIONS SUPERVISOR

CLOSE DATE: 11/09/2017

Location: Broadway Complex
Work Schedule: 260 Days
Work Type: Regular Full-Time
Exempt: No
Salary Range: \$20.20/hr - \$24.04/hr

EDUCATION AND EXPERIENCE:

High School Diploma or Equivalent
One year related experience and/or training; or equivalent combination of education and experience

CERTIFICATION:

Breath Alcohol Technician Certification
Texas School Bus Certification
United States Department of Transportation Drug and Alcohol Supervisory Certification

High School Diplomas and college/university degrees must be obtained from an accredited program or university approved by the United States Department of Education and the Texas Education Agency.

PRIMARY PURPOSE SUMMARY:

Responsible for technical management/supervision of the Department's Safety/Communications Program and associated communications, radio and audio/visual equipment used in the buses.

ESSENTIAL REQUIREMENTS AND RESPONSIBILITIES:

1. Supervises/manages functions to sustain a responsive, proficient program in handling the initial investigation phases of on-scene vehicular accidents and personnel injury incidents for the department.
2. Supervises/manages operational functions to assign/account and make arrangements with the Maintenance Section for installation of two-way radios, video camera equipment and related accessories on buses.
3. Establishes, coordinates and facilitates testing dates for drug and alcohol screening with the commercial vendor and appropriate department personnel for District school bus drivers and coaches who operate school buses.
4. Maintains current standards regarding drug and alcohol policies, testing requirements and other applicable statutory laws - Interprets the effects on transportation safety and bus operations.
5. Oversees the Drug/Alcohol Program and performs all alcohol testing as required.
6. Assists in conducting in-service and manages/supervises camera technicians and supplementary personnel for the driver crew.
7. Interacts and confers with Risk Management and other District and outside District entities on pertinent safety topics to sustain the technical applications of program requirements.
8. Prepares and submits claims for accidents and performs liaison services between District and various District outside entities (insurance; law enforcement, etc.) to resolve liability issues/situations.
9. Schedules and coordinates school bus evacuation training with respective campus administration and compiles/submits pertinent training results to the designated State Agency.
10. Devises and maintains guidelines to assign and exchange camera and tapes from and between buses and staging/retention location.
11. Conducts random inspections of buses and performs random radar checks along with the training section to assess drivers and bus assistants performance and quality bus maintenance.
12. Maintains confidentiality of information.
13. Reports to work on time every day.
14. Performs all other tasks and duties as assigned and operates bus and other vehicles as required.

QUALIFICATION REQUIREMENTS:

- Successful completion of a pre-employment physical examination to include vision, hearing, alcohol and drug testing and an acceptable driving record documented by a Motor Vehicle Records Check
- Troubleshooting/resolution skills in both operational/technical situations
- Skills necessary to operate personal computer, digital two-way radios and video camera equipment and auxiliary items
- Ability to write reports, business correspondence, and procedure manuals
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public
- Ability to define problems, collect data, establish facts, and draw valid conclusions
- Valid Texas Class "B" Commercial Drivers License with Passenger "P" and School Bus "S" Endorsements

**While all applications will be reviewed, not all applicants will be interviewed.
NORTH EAST INDEPENDENT SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY
EMPLOYER**

To apply, please visit the following website:

http://www.neisd.net/HR/Applicants/Positions_Available.html

For online application assistance please call (210) 407-0188- 8:00 AM- 4:30 PM Monday - Friday.