

Openings as of 5/9/2018***Bus Video Technician*****JobID: 1772****Position Type:**

Transportation/Bus Video Technician

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[Email To A Friend](#)[Print Version](#)**Date Posted:**

5/9/2018

**Location:**

Transportation Training Center

**Date Available:**

June 2018

**Closing Date:**

05/22/2018

**Job Title:** Bus Video Technician**Reports to:** Assistant Director of Transportation**Dept/School:** Transportation**Work Year:** 226 days**Base Salary:** \$28,000 *Actual salary will be calculated based on experience.***PRIMARY PURPOSE:**

Provide video review and oversight. Perform clerical and light mechanical support to ensure the smooth operation of the Rolater Transportation Center.

**QUALIFICATIONS:****Education/Certification:**

High school diploma or GED required

Some college preferred

Valid CDL with passenger, air brake and safety endorsements OR willingness to obtain

20 hour TEA Safety certification class OR willingness to complete

First Aid and CPR certification class OR willingness to complete

**Special Knowledge/Skills:**

Ability to read, understand, and communicate in English

Effective telephone and communications skills

Working knowledge of office equipment, such as copiers, computers, fax

Ability to multi-task and maintain an orderly work environment

Proficient typing and word processing skills

Capable of understanding basic video operation and supporting schools and the training department with video requests

Excellent interpersonal skills in order to ensure positive relations with all patrons

Consistently flexible and open to changes

Detail oriented

Capable of responding in emergency situations

Ability to drive a school bus or monitor

Ability to pass annual and random DOT (Department of Transportation) physical/drug testing

Ability to physically perform a front and back door bus evacuation

Ability to physically perform CPR and First Aid techniques on the ground or floor

Ability to lift 30lbs and maneuver effectively in a school bus

**MAJOR RESPONSIBILITIES AND DUTIES:**

Work with SEON bus video camera systems to review and maintain video cameras on buses.

Inventory the bus lot every morning.

Process daily safety reports and file reports.

Complete various clerical support tasks at the Rolater Station.

Assign sub buses to drivers when needed.  
Retrieve video footage as requested and perform spot checks.  
Test and perform minor repairs to video and other equipment on buses, detailing equipment if needed.  
Work with vendor to troubleshoot video issues.  
Conduct minor maintenance functions (i.e. change lights on buses, turn signal bulbs, etc.).  
Drive or monitor on a school bus when necessary.  
Communicate safety concerns to Supervisor.  
Monitor fuel pumps and meters and report to Fleet Manager.  
Handle field trip paperwork and keys, report back to the field trip office.  
Complete other duties as assigned.

**WORKING CONDITIONS:****Mental Demands/Physical Demands/Environmental Factors:**

Maintain emotional control under stress. Continual sitting, reaching, kneeling, squatting and repetitive hand and arm motions. Work outside and inside. Moderate exposure to extreme temperature (hot) and vehicle fumes. Frequent moderate lifting and carrying (up to 30 pounds). Work with frequent interruptions.

**Application Deadline:** May 22, 2018 (4:00 PM CST)

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

**Approved By:** *Dr. Pamela Linton*, Chief Human Resources Officer **Date:** 5/4/2018

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