

FACILITIES, CONSTRUCTION, AND TRANSPORTATION TECHNICIAN

DEFINITION

Under direction of the Chief of Facilities, Maintenance, Operations, Construction and Transportation or designated manager, serve as transportation representative with the public, liaison between SVUSD and transportation vendors, and coordinate, organize, and perform a variety of administrative duties for Transportation, Facilities, and Construction.

EXAMPLES OF DUTIES

Coordinate with special education to input transportation related data into the database for routing by vendor; coordinate field trip service with site personnel, including teachers, clerical staff and administration; facilitate appropriate trip record keeping and billing; coordinate with transportation, business services and school sites for modified days (early out/late start days) and school start and end times; maintain bus pass sales and assist school site staff with bus pass sales; communicate and work with contracted transportation vendors and personnel; answer complaints and serve as key contact person for parents, community and school personnel; maintain a variety of logs, records and files related to transportation, facilities, and construction including compliance requirements with bids and contracts; work with managers, teachers, site administrators, and district staff on bids, quotes and prepare requisitions; track orders; coordinate moves, and delivery with District Office staff, school administration, and teachers; operate a variety of office equipment including a copier, fax machine, computer, and applicable software applications; other duties as assigned.

QUALIFICATIONS

Knowledge

Correct English, grammar, spelling and punctuation; office methods, procedures and practices and office automation, including computer operations/word processing/publication and presentation software.

Ability to

Understand complex procedures and terminology; input, retrieve and maintain data in a variety of formats; collect and analyze data and prepare reports, and correspondence; understand, interpret and apply applicable rules, laws, regulations and policies; ability to maintain inventory; exhibit professionalism with students, staff, administration, parents and the community when answering questions and resolving complaints; understanding of school transportation operations, safety, routing concepts and their applications; understanding of school district purchasing procedures and processes; ability to communicate and coordinate with managers, architects, contractors, and vendors; establish and maintain cooperative working relationships; effectively communicate orally and in writing.

Experience

Four years of progressively responsible general clerical or secretarial work which has provided the applicant with the knowledge and abilities listed above.

Education

Equivalent to the completion of the twelfth grade.

Physical Performance Requirements:

Frequent sitting, standing or walking much of the time with some bending, stooping, squatting and twisting. Lifting of office supplies and other work related materials occasionally involved. Weight of materials will vary, but generally be of less than twenty pounds.

Licenses:

Possession of a valid and appropriate California Driver's License, if required.

Board Approved: October 17, 2019