

Geographic Information System (GIS) Transportation Technician I

Position Details

Class Code: 6351

Job Family: Service/Transportation Workers

Classification: Support Professional

Terms of Employment: [Pay Grade 55 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under general direction, using a geographic information system (GIS) and associated software, reviews, processes, and modifies bus routes on a daily basis. Provides support to bus route planning, projections, and daily route changes.

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Operates the GIS utilizing computerized software to assist in activities including, but not limited to: routing of school buses, maintaining data necessary to perform routing tasks, and developing necessary reports and maps to aid in routing efforts.
2. May maintain route feature class in a Geo-database environment by keeping streets, turn impediments, and speed current using Global Positioning Systems (GPS) and aerial photography.
3. Performs special studies to evaluate routing scenarios.
4. Utilizes multiple formats of data input to complete assigned tasks.
5. Maintains relational databases of streets, student addresses, and school node locations.

6. Performs relational analyses of student data to street centerline information and school boundary files.
 7. Prepares graphic displays of studies and maps as requested by various departments and committees in the Clark County School District (CCSD).
 8. Processes and digitizes data from outside entities to enter information into a Geo-database.
 9. Attends training meetings and expands knowledge of GIS system use; applies and documents new techniques as they are implemented.
 10. Assists with a variety of analytical studies related to the development and implementation of the GIS system; evaluates alternatives, makes recommendations, and assists in the preparation of technical reports.
 11. Contributes to the department's efficiency and effectiveness by offering suggestions and directing or participating as an active member of a work team.
 12. Conforms to safety standards, as prescribed.
 13. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Involves developing and updating transportation schedules and driver runs/routes in addition to maintaining relational databases. Assists in coordinating data conversion for CCSD's GIS and provides technical support to CCSD staff.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of hardware and software design and functions.
2. Knowledge of ArcGIS software commands.
3. Knowledge of operating systems related to assigned area.
4. Knowledge of mapping, projections, and scale standards.
5. Knowledge of computerized information systems.
6. Knowledge of research techniques, sources, and availability of information.
7. Ability to learn principles and practices of computer-aided design (CAD) drafting or graphic design and land surveying.
8. Ability to learn rules and regulations to hold commercial driver's licenses (CDL) and of the Department of Transportation (DOT) as they relate to the planning of driver time and passenger/student transportation.
9. Ability to operate digitizer, scanner, plotter, and printer, as needed for input/output of maps and reports.

10. Ability to compile, analyze, and interpret relational databases.
 11. Ability to plan and organize work.
 12. Ability to interpret written and verbal instructions.
 13. Ability to communicate clearly both verbally and in writing.
 14. Ability to work independently and as a member of a work team without direct supervision.
 15. Ability to work flexible work hours or shifts.
 16. Ability to meet predetermined deadlines.
 17. Ability to work cooperatively with employees, the public, and other agencies.
 18. Ability to recognize and report hazards and apply safe work methods.
 19. Ability to expand knowledge of GIS as the industry improves and develops enhancements.
 20. Possess physical and mental stamina commensurate with the responsibilities of the position.
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Position Requirements

Education, Training, and Experience

High school graduation or other equivalent (General Education Development (GED), foreign equivalency, etc.); and, two (2) years of experience in a related field (urban/regional planning, demography, statistics, global positioning systems, logistics, etc.) with emphasis in ArcGIS or other automated computer routing and logistic software and Microsoft operating systems; and, certification of completion in ArcGIS Pro: Essential Workflows; if ArcGIS Pro: Essential Workflows is not in possession at time of application or QSP request, it must be obtained within five (5) months of hire into position; or,

Associate's degree in a related field (computer science, statistics, mathematics, geography, geographic information systems); and, one (1) year of experience in a related field (urban/regional planning, demography, statistics, global positioning systems, logistics, etc.) with emphasis in ArcGIS or other automated computer routing and logistic software and Microsoft operating systems; or,

Bachelor's degree in a related field (computer science, statistics, mathematics, geography, geographic information systems) which includes a minimum of one (1) semester of ArcGIS; and, six (6) months of experience in a related field (urban/regional planning, demography, statistics, global positioning systems, logistics, etc.) with emphasis in ArcGIS or other automated computer routing and logistic software and Microsoft operating systems.

* Certification in ArcGIS Pro: Essential Workflows must be from a nationally recognized professional organization, such as, ESRI or CMCUS, or other comparable equivalent (Certification older than three (3) years from date of qualified selection pool (QSP) request will not be accepted).

Licenses and Certifications

1. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada. License must be maintained for the duration of the assignment.
2. Current driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles (DMV) at the time of application or Qualified Selection Pool (QSP) placement and at the time of interview prior to final selection.
3. Safe driving record. Safe driving record must be maintained for the duration of the assignment.
4. Certificate of completion in ArcGIS Pro: Essential Workflows, as indicated above.

Note: OPERATING SYSTEM(S) AND SOFTWARE APPLICATION(S) REQUIRED ARE CONTINGENT UPON THE CURRENT POSITION VACANCY, ADVERTISEMENT, OR ASSIGNMENT.

Preferred Qualifications

1. Knowledge of Compass Software, Python, Structured Query Language (SQL) Programming, Silverlight, or Flex.
2. One (1) year of work experience with SQL databases.
3. Knowledge of Zonar Systems GPS Software.
4. Work experience in a large transportation operation.

Document(s) Required at Time of Application

1. High school transcript or other equivalent (GED, foreign equivalency, etc.).
2. College transcript(s), from an accredited college or university, if applicable.
3. Copy of a valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
4. Copy of current driving history (dated within six (6) months from the date printed) issued by the DMV.
5. Safe driving record.
6. Certification of completion in ArcGIS Pro: Essential Workflows, if applicable.

7. Specific documented evidence of training and experience to satisfy position requirements.
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Examples of Assigned Work Areas

Clark County School District (CCSD) facilities - travel to and from CCSD offices, schools, rural areas, vacant land developments, construction sites, etc.

Work Environment

Strength

Sedentary/medium – exert force up to 25-50 lbs., occasionally; 10-25 lbs., frequently; up to 10 lbs., constantly.

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, crouching, reaching, handling, repetitive fine motor activities, climbing, and balancing. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Vision: Frequent near acuity, occasional far acuity, and color vision. Vision to read printed and online materials, Video Display Terminal (VDT) screens, or other monitoring devices.

Environmental Conditions

Climate-controlled office settings and exposure to weather with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to very loud for occasional to frequent time periods.

Hazards

Furniture, playground/office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

Examples of Equipment/Supplies Used to Perform Tasks

CCSD-issued/personal vehicles, computers, multimedia equipment, liquid crystal display (LCD) panels, television/videocassette recorder/digital video disc (TV/VCR/DVD), printers, copy machines, calculators, fax machines, telephones, digitizer, plotters, scanners, etc.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 03/04/24
- Created: 02/07/12