

Openings as of 5/1/2025

TRANSPORTATION QUALITY CONTROL TECHNICIAN (FY26 POSITION BEGINNING JULY 1, 2025)

JobID: 2998

Position Type:

TRANSPORTATION/SUPERVISOR

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

4/17/2025

Location:

Operations: Transportation

POSITION SUMMARY

The Transportation Quality Control Technician is responsible for overseeing and integrating dispatch and fleet maintenance operations to ensure the safe, timely, and efficient transportation of students. This role serves as a key liaison between bus drivers, fleet technicians, and administrators, managing routing logistics, fleet maintenance request, and emergency communication to maintain operational excellence.

ESSENTIAL DUTIES

- Dispatch buses on various routes based on school schedules and maintain and update the dispatch system.
- Monitor and log emergency radio communications, including breakdowns and deferred repairs.
- Translate driver complaints into repair requests and create detailed work orders in the fleet management system.
- Collaborate with drivers to pinpoint vehicle issues, including inspecting vehicles when necessary. Monitor and prioritize repair requests, liaising with mechanics, the Fleet Foreman, and the Master Fleet Technicians.
- Maintain accurate Out-of-Service (OOS) lists.
- Enter completed work orders, vendor invoices, and repair statuses into the fleet management system. Generate daily reports on spare bus availability and overall fleet status.
- Act as a key point of contact between the dispatch office, Beet services, and transportation administration.
- Maintain constant communication with the Fleet Foreman and Fleet Manager to ensure smooth workflow.
- Respond promptly to emergencies or changes in schedules and operations.
- Order parts, track warranty status, and process offsite repair requests. Handle data entry, filing, and maintenance of spare vehicle records.
- Required to have prompt, regular attendance in-person or virtually and be available to work on-site, in-person during regular business hours, and as needed.
- Performs other duties as assigned by an appropriate administrator or their representative.

KNOWLEDGE, SKILLS & ABILITIES

- Strong communication skills (written and oral).
- Proficiency in Microsoft Office Suite (Excel, Word, Outlook), routing software, and fleet management systems. Knowledge of school bus and medium-duty truck systems.
- Ability to prioritize, multitask, and work efficiently in a fast-paced environment. Ability to learn and use GPS/AVL software.
- Attention to detail and problem-solving skills.
- Competence in two-way radio communication.

MINIMUM REQUIREMENTS**EDUCATION:**

High School Diploma or GED required.

Associates degree or technical training in transportation or fleet management preferred.

CERTIFICATION/LICENSE:

Class B License with "S" and "P" endorsements required within 6 months of employment.

WORK EXPERIENCE:

At least 3 years of related experience in dispatch, fleet service, and transportation operations.

3 years of computer experience (Microsoft Excel, Word, Outlook, Windows)

COMPENSATION

Salary Grade: 120

Salary Range: **FY'24-25 APS Salary Schedule (All Positions)**

Work Year: Annual (252-Day)

PHYSICAL ABILITIES AND WORKING CONDITIONS

The physical abilities, working conditions and other conditions of employment listed in this document are representative of, but are not intended to provide an exhaustive list of the requirements for positions in this classification. In the event of an emergency or situation requiring guidance from Federal, State, or local or school district authorities, the requirements of this position may change temporarily or for the school year to best serve the needs of our students.

Vision: Ability to read small print and view a computer screen for prolonged periods.

Requires good near or distant vision. Requires distinguishing colors and/or depth perception to judge distances.

Hearing: Ability to tolerate exposure to noisy conditions

Speech: Ability to be understood in face-to-face communications, to speak with a level of proficiency and volume to be understood over a telephone or computer.

Upper Body Mobility: Ability to use hands to grasp and manipulate small objects; manipulate fingers, twist and bend at wrist and elbow; extend arms to reach outward and upward; use hands and arms to lift objects; turn, raise, and lower head.

Strength: Climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, gripping, feeling, seeing/observing and carrying. Must exert over 100 pounds of force occasionally, over 50 pounds of force

frequently, and/or over 20 pounds of force constantly to move objects.

Environmental Requirements: Ability to encounter constant work interruptions; work cooperatively with others; work independently; Regular exposure to weather, including heat, cold, dampness, and/or humidity.

Mental Requirements: Ability to read, write, understand, interpret and apply information at a moderately complex level essential for successful job performance; math skills at a high school proficiency level; judgement and the ability to process information quickly; learn quickly and follow verbal procedures and standards; give verbal instruction; rank tasks in order of importance; copy, compare, compile and coordinate information and records. Understand how to manage stress

Additional Work Conditions & Physical Abilities: Will require travel to multiple sites. Extended hours may be required depending on each situation. Must understand and have full knowledge of the occupational hazards in using power tools and equipment and of necessary safety precautions. Requires extensive safety training and/or protective devices.

The Atlanta Public School System does not discriminate on the basis of race, color, religion, sex, citizenship, ethnic or national origin, age, disability, medical status, military status, veteran status, marital status, sexual orientation, gender identity or expression, genetic information, ancestry, or any legally protected status in any of its employment practices, educational programs, services or activities. Reasonable accommodations may be made to enable individuals with disabilities to perform essential duties.

This job description is intended to accurately reflect the duties, responsibilities and requirements of the position. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position. Management and administration reserves the right to modify, add, or remove duties and assign other duties as necessary.

FMLA regulations require all employers to post the [updated FMLA notice](#).

Powered by applicant tracking, a product of Frontline Education.