

## SCHOOL DISTRICT OF SARASOTA COUNTY

### JOB DESCRIPTION

#### [COMMUNICATIONS] TELECOMMUNICATIONS SYSTEMS TECHNICIAN

**SALARY SCHEDULE:** [M3] SSP-11

**COST CENTER:** TELECOMMUNICATIONS [AND NETWORK SYSTEMS] (9060)

**QUALIFICATIONS:**

- (1) High School Diploma or equivalent.
- (2) Minimum of eight (8) years successful experience in low voltage voice communication system electronics.
- (3) Minimum of five (5) years successful experience in cabling and low voltage distribution installation work.
- (4) Score a minimum of eighty percent (80%) on tests related to applicable Department of Education (DOE) regulations, local electrical codes, intercom, telephone and CCTV systems used in the District.
- (5) Certification in structured cabling installation and communication system repair and maintenance.
- (6) Possess a valid State of Florida Driver's License, CDL preferred.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Possess skills in the use of test equipment, tools and technical developments needed to service and maintain systems. Ability to read and interpret drawings and specifications. Knowledge of federal, state and local regulations related to assignments. Ability to organize and prioritize activities. Ability to [communicate effectively, both orally and in writing.] effectively communicate with supervisor, associate employees, contractors, vendors and school employees.

**REPORTS TO:**

[Communications] Telecommunications and Security Support Manager

#### JOB GOAL

To provide for the maintenance, installation and repair of all low voltage voice communication and information transport systems within the District.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**

- \* (1) Install, maintain and repair intercom systems, telephone systems, and public address systems [and scoreboards]
- \* (2) Install, maintain and repair CCTV[,] distribution equipment antenna and [telephone] two-way radio network systems.
- \* (3) Install, maintain and repair other low voltage equipment as required.
- \* (4) Provide for moves and changes in low voltage voice communication systems.
- \* (5) Operate electronic test equipment to diagnose equipment or system failures.
- \* (6) Install rigid, EMT or PVC conduit where needed.
- \* (7) Perform minor programming functions as required.
- \* (8) Install cable, coax, wire, electronic boards and electronic cabinets as required.
- \* (9) Maintain an inventory of parts and materials as needed.
- \* (10) Assist other crafts of the department as needed or assigned.
- \* (11) Demonstrate initiative in the performance of assigned responsibilities.
- \* (12) Provide for a safe and secure workplace.

**[COMMUNICATIONS] TELECOMMUNICATIONS SYSTEMS TECHNICIAN (Continued)**

- \*(13) Model and maintain high ethical standards.
- \*(14) Follow attendance, punctuality and proper dress rules.
- \*(15) Maintain confidentiality regarding school matters.
- \*(16) Maintain positive relationships with staff and vendors.
- \*(17) Participate in workshops and training sessions as required.
- \*(18) Communicate effectively with staff and vendors.
- \*(19) Keep supervisor informed of potential problems or unusual events.
- \*(20) Respond to inquiries and concerns in a timely manner.
- \*(21) Prepare all required reports and maintain all appropriate records.
- \*(22) Follow all School Board policies and department policies and procedures.
- \*(23) Exhibit interpersonal skills to work as an effective team member.
- \*(24) Demonstrate support for the School District and its goals and priorities.
- (25) Perform other incidental tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**Job Description Supplement No. 01**

\*Essential Performance Responsibilities