

## SCHOOL DISTRICT OF SARASOTA COUNTY

### JOB DESCRIPTION

#### INFORMATION TRANSPORT INSTALLER

**SALARY SCHEDULE: SSP-11**

**COST CENTER: TELECOMMUNICATIONS (9060)**

**QUALIFICATIONS:**

- (1) High School Diploma or equivalent.
- (2) Minimum of five (5) years field experience with low voltage systems to support audio, video, voice, data and security.
- (3) Minimum of two (2) years experience with contractor coordination and job inspection.
- (4) Experience in EIA/TIA Standards dealing with Commercial Building Wiring Systems.
- (5) Experience working from blueprints and material lists.
- (6) Experience in termination of fiber optic and copper communication cable.
- (7) Experience in low voltage cable locating.
- (8) Must pass a written test and a hands-on test administered by the Telecommunications Department, scoring no less than a numerical score of 90 on each. (Persons not passing the written and hands-on test will not be interviewed).
- (9) Posses a valid State of Florida Drivers License, CDL preferred.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of installing, inspecting and trouble shooting low voltage systems. Ability to troubleshoot problems. Ability to organize and execute logical work sequences. Ability to update skills as needed. Ability to effectively communicate with supervisor, associate employees, contractors, vendors and school employees.

**REPORTS TO:**

Telecommunications and Security Support Manager

**JOB GOAL**

To assist in the installation, planning and coordination of low voltage information transport systems to support the School District's telecommunications and IT infrastructure.

**SUPERVISES**

N/A

**PERFORMANCE RESPONSIBILITIES:**

- \* (1) Assist in establishing specifications and standards for information transport systems.
- \* (2) Install and maintain information transport systems in accordance with established standards.
- \* (3) Inspect jobs during and after completion for proper installation, accuracy and labeling.
- \* (4) Prepare all required reports and maintain all appropriate records.
- \* (5) Maintain confidentiality regarding all school matters.
- \* (6) Exhibit support for the District's vision, mission, goals and priorities.
- \* (7) Demonstrate initiative in the performance of assigned responsibilities.
- \* (8) Provide for a safe and secure workplace.
- \* (9) Model and maintain high ethical standards.
- \* (10) Follow attendance, punctuality and proper dress rules.
- \* (11) Maintain positive relationships with staff and vendors.
- \* (12) Participate in workshops and training sessions as required.
- \* (13) Communicate effectively with staff and vendors.
- \* (14) Keep supervisor informed of potential problems or unusual events.

**INFORMATION TRANSPORT INSTALLER (continued)**

- \* (15) Respond to inquiries and concerns in a timely manner.
- \* (16) Follow all School Board policies, rules and regulations.
- \* (17) Exhibit interpersonal skills to work as an effective team member.
- (18) Perform other incidental tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 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. 12**

\*Essential Performance Responsibilities