

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

TELEPHONE TECHNICIAN

SALARY SCHEDULE: SSP11

COST CENTER: TELECOMMUNICATIONS AND NETWORK SYSTEMS ([9060] 9020)

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Minimum of five (5) years successful experience in digital telephone technology [and key systems}, PBX and Voice Over Internet Protocol telephone systems.
- (3) Minimum of five (5) years successful experience in cabling and low voltage distribution installation work and termination of Fiber Optic and copper communication cable.
- (4) Capable of using telephone test equipment and locating cable faults.
- (5) [Score a minimum of eighty percent (80%) on tests related to applicable Department of Education (DOE) regulations, local electrical codes, telephone systems used in the District.]
- (6) [Certification in structured cabling installation and communication system repair and maintenance.]
- (7) Possess a valid State of Florida Driver's License, CDL preferred.
- (8) Familiar with EIA/TIA Standards dealing with Commercial Building Wiring Systems.

KNOWLEDGE, SKILLS AND ABILITIES:

Possess skills in the use of test equipment, tools and technical developments needed to service and maintain phone 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.

REPORTS TO:

Manager of Telecommunications and Network Services

JOB GOAL

To provide for the maintenance, installation and repair of all phone systems within the District.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Install, maintain and repair telephone instruments systems.
- * (2) Performs moves, adds and changes to existing telecommunications equipment.
- * (3) Install, maintain and repair defective School Board telecommunications equipment.
- * (4) Installs rigid, EMT and /or PVC conduit where needed.
- * (5) Installs cable and performs minor splices as required.
- * (6) Performs programming functions as required by electronic and digital switches.
- * (7) Operate electronic test equipment to diagnose equipment or system failures.
- * (8) Maintain an inventory of parts and materials as needed.
- * (9) Assist other crafts of the department as needed or assigned.
- * (10) Demonstrate initiative in the performance of assigned responsibilities.
- * (11) Provide for a safe and secure workplace.

- *(12) Model and maintain high ethical standards.
- *(13) Follow attendance, punctuality and proper dress rules.

TELEPHONE TECHNICIAN (Continued)

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

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