

VISTA UNIFIED SCHOOL DISTRICT

CLASS TITLE: TELECOMMUNICATIONS TECHNICIAN

BASIC FUNCTION:

Under the direction of the Director – Information Systems, perform the installation, inspection, maintenance and repair of telecommunications systems.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Provide estimates for installation of phones and equipment. *E*

Coordinate repairs and installations with local telephone companies. *E*

Provide user instructions for operation of phone equipment; respond to questions, issues or concerns related to the operation, repair and maintenance of new and existing telephone equipment. *E*

Perform preventive maintenance on telecommunications equipment. *E*

Maintain appropriate records of phone systems and their numbers. *E*

Assist others in the design and specification of telecommunications cabling to be installed and tested. *E*

Install indoor and outdoor cables. *E*

Maintain appropriate records of district cable infrastructure. *E*

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Standard practices of telecommunications repair.

Methods, materials and equipment used in the installation, maintenance and repair of telecommunications equipment and related systems.

Telecommunications terminology.

Applicable laws, codes, rules and regulations.

Proper color coding for wire installation.

Technical aspects of field of specialty.

Record-keeping and report preparation techniques.

Interpersonal skills using tact, patience and courtesy.

Health and safety regulations.

ABILITY TO:

Perform technical work in the maintenance, repair and installation of telecommunications equipment and related systems.

Provide technical training and support to District staff in the use of telecommunications equipment and related systems.

Expand telephone networks and related systems.

Work from sketches, drawings and blueprints.

October 2001

Ewing & Company

Operate specialized test equipment and hand and power tools.
Interpret and apply applicable laws, codes, rules and regulations.
Understand and follow oral and written instructions.
Work independently with little direction.
Maintain current knowledge of technological advances in the field.
Communicate effectively both orally and in writing.
Analyze situations accurately and adopt an effective course of action.
Establish and maintain cooperative and effective working relationships with others.
Maintain records and prepare reports.
Observe health and safety regulations.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Associate's Degree or equivalent in electronics telecommunications or a related field and three years related telecommunications experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor/outdoor environment; driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Climbing ladders.
Walking, sitting or standing for extended periods of time.
Lifting moderately heavy equipment.
Dexterity of hands and fingers to operate various tools and equipment as assigned.
Reaching overhead, above the shoulders and horizontally.
Bending at the waist, kneeling or crouching.
Heavy physical labor.

HAZARDS:

Working at heights.

P.C. Revision appvd: 8/12/03