

POSITION TITLE: Telecommunications Technician

QUALIFICATIONS: Associate's degree in information systems or telecommunications is preferred. A minimum of three years of experience with a reputable telephone company or as integrator in hands-on support and installation of voice and data equipment and cable plant. Must have proven experience installing and terminating structured cabling, including fiber optics, CAT3, CAT5, CAT6 and other forms of multi-pair copper cable. Must have demonstrated knowledge of methods of providing cabling pathways/proper termination, testing, troubleshooting and labeling schemes for all installations VOIP experience is highly desired. Experience and certification in the installation and maintenance of electronic key systems Samsung, Panasonic, Lucent, NEC. Experience with hubs, switches, routers and other network electronics devices, Cisco certification a plus. Experience with Excel, Word, and PowerPoint. Excellent organizational skills, ability to work independently and implement effective decision making skills toward completion of assigned tasks. Ability to communicate both verbally and in writing and work in a cooperative manner with school staff, other employees, the community, and service provider representatives. Must have a valid Virginia Motor Vehicle Operators license and evidence of good driving record.

PERFORMANCE EXPECTATIONS: Performs all maintenance, installation for voice/data cable plants, telephone equipment, and data network components. Maintains and installs CAT3, CAT5, CAT6 and other forms of multi-pair copper cable. Maintains and installs single mode fiber optics. Installs and maintains all electronic key systems owned by the school division. Coordinates and oversees contracted telephone workers. Conducts necessary preventative maintenance measures for data hubs, routers, and switches. Investigates, repairs, and conducts moves and changes from request submitted by schools and departments. Maintains and is accountable for school division assigned truck PMS. Maintains and is accountable for area stocking voice and data components. Conducts inventory by make, model and serial number of telephone systems and data components twice a year. Participates in seminars and training focusing on current voice-data technologies. Provides user training software support to telephone and voice mail systems. Performs other related duties as assigned.

GENERAL DEFINITION AND CONDITIONS OF WORK: Performs maintenance work pertaining to the installation, maintenance and repair of telephone and data network equipment and components. Work requires frequent standing, sitting, walking and lifting up to 10 pounds. Effective verbal and written communication skills for expressing or exchanging ideas, hearing to perceive information at a normal spoken word level and visual acuity for preparing and analyzing written or computer data.

REPORTS TO: Manager Information Communication Technology Services

PAY SCHEDULE: Unified Pay Schedule, Pay Grade 116

LENGTH OF CONTRACT: 260 Days (12 months)

FLSA: Non-exempt