

## LOW VOLTAGE WIRING TECHNICIAN

Classification: Technology

Location: Technology and Information Services

Reports To: Executive Director of Technology and Information Services

FLSA Status: Non-Exempt

Bargaining Unit: OSEA

This is a standard position description to be used for positions with similar duties, responsibilities, classification, and compensation. Employees assigned to the position description may or may not perform all of the essential functions indicated in this position description.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

### **Part I: Position Summary:**

Coordinates the wiring of telecommunications and network systems and performs a variety of wiring duties related to the operation of District telecommunications and network systems, including maintenance; technical analysis of malfunctions and planning of corrective action; and technical evaluation of operational requirements.

### **Part II: Supervision and Controls over the Work:**

Work is performed under the general supervision of the Telecommunications Specialist and the Technology Director who assign responsibilities and set priorities. Employee is expected to perform with a high degree of independence to include planning the work for efficiency and for avoiding unnecessary disruption of the learning environment. Electrical trades work is performed independently and in conformance with local city, county, and state codes and standards of the profession. Completed work is evaluated for timeliness, completeness, documentation, code compliance, safety, and established priorities.

### **Part III: Major Duties and Responsibilities (depending on specific assignment):**

Duties and responsibilities include, but are not limited to:

1. Analyzes blue prints, schematics, and drawings of electrical systems for the purpose of determining the efficient installation of new or upgraded systems.
2. Coordinates with project teams to plan, coordinate, and implement the wiring of District network and telecommunication projects and other projects, as needed.
3. Provides technical expertise for installation, repair, maintenance, and movement of wiring equipment.
4. Informs project team regarding procedures and/or status of work orders for the purpose of providing information for making decisions, taking appropriate action, and/or complying with health and building regulations.
5. Inspects electrical/fire alarm/security telecommunications systems and their components for the purpose of evaluating condition, identifying necessary repairs, and recommending preventive maintenance.
6. Installs electrical system components as assigned for the purpose of providing enhanced and/or upgraded system capabilities.
7. Coordinates and supervises the work of vendor engineers, contractors, and service agencies on the implementation of wiring complex voice communication solutions. Ensures that the projects are completed within local, state, and federal codes, regulations, and specifications.
8. Participates in meetings, workshops, training, and seminars as assigned for the purpose of conveying and/or gathering information required to perform job functions.
9. Updates and maintains technical documentation.
10. Maintains assigned vehicles and equipment in excellent condition. Ensures availability of items required to complete the necessary installation and/or repair.
11. Responds to emergency situations during and after hours and addresses immediate safety concerns.
12. Assists in the resolution of data and voice connectivity problems locally and districtwide, and assists in the resolution of network-based application problems.
13. Uses existing ticket/support request system to track, document, and resolve technical problems.
14. Establishes effective working relationships with those contacted during the course of work, and communicates clearly, concisely, and effectively, both orally and in writing, with technical and non-technical individuals.

15. Maintains currency with industry trends and voice and data communications technical solutions.

16. Manages multiple priorities and deadlines, and works effectively with minimum supervision.

Performs other duties as assigned.

#### **Part IV: Minimum Qualifications:**

Incumbents must have successful experience in working with culturally diverse families and communities, or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.

- Possession of Electrical Limited Energy Licensure A or B.
- Completion of approved state licensing apprenticeship program.
- Three years of increasingly responsible experience in low voltage installation with a focus on data and telecommunications.
- Possess a valid driver license and safe driving record.
- Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating equipment used in the repair and maintenance of electrical, fire and security systems; planning and managing projects; preparing and maintaining accurate records; adhering to safety practices; and handling hazardous materials. Such knowledge may have been obtained through formal education, apprenticeship work, or other combinations of training and experience.
- Knowledge and ability to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems.
- Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: methods, techniques, materials, tools used in installation, troubleshooting, maintenance, and repair of electrical systems/subsystems; troubleshoot/maintain alarm, mechanical, electrical, environmental systems/subsystems including control/balancing these systems; and blueprints and schematics.
- Ability to schedule activities and/or meetings; gather, collate, and/or classify data; and consider a number of factors when using equipment.
- Flexibility to work with others; work with data utilizing defined and similar processes; and operate equipment using a variety of standardized methods.

- Ability and willingness to work with a wide diversity of individuals; work with similar types of data; and utilize a variety of types of job-related equipment.
- Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; working as part of a team; working independently and with interruptions; and complying with OSHA/TOSHA requirements.
- Ability to work under limited supervision using standardized practices and/or methods, providing information and/or advising others.
- Must possess such licenses as are required by state, city, and local code.

**Part V: Desired Qualifications:**

- Bilingual and bicultural skills;
- Journeyman electrical license preferred;
- First Aid, CPR and defibrillator training may be required.

**Part VI: Physical and Environmental Requirements of the Position:**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to bend, crawl, sit, talk, move about, climb on ladders, hear, and speak. Employee may be required to work in restricted spaces, from a prone position, and/or under difficult lighting and access conditions. Noise level may be high when operating power equipment. Employee may be exposed to outside weather conditions especially in emergency repair situations.
- The employee must occasionally lift and/or move up to 80 pounds and greater than 80 pounds using appropriate equipment.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Employee is required to update knowledge and utilize safety equipment for the work to prevent injury to self or others.