



Job Description

POSITION CODE: 586
Classified Group: CSEA
Salary Range: 38
Work Days: 261
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POSITION TITLE: Lead Low Voltage Systems Technician

DEFINITION: Under general supervision, installs, modifies, repairs, and maintains a wide variety of electronic, and audio-visual equipment including district fire life safety, intrusion, intercom, closed circuit television (CCTV), uninterruptible power supplies (UPS) units, marquees and digital signs, scoreboards, and equipment associated within a performing arts center or major meeting/conference center. This is the working lead level.

DIRECTLY RESPONSIBLE TO: Supervisor, Electronic Center

SUPERVISION OVER: N/A

DUTIES AND RESPONSIBILITIES: (Any one position may not include all duties listed; the listed examples do not include all duties and responsibilities that may be found in positions within this classification.):

1. Establishes priorities for the shop; plans, assigns, inspects, and directs the work of district Low Voltage Systems Specialist.
2. Conducts on-site survey of work to be performed.
3. Computes time and material costs by estimating labor hours and ordering materials by telephone, fax, or online.
4. Coordinates with other shops and departments to complete work.
5. Ensures safety precautions are observed.
6. Contacts vendors for warranty work.
7. Maintains records of date of entry into service and warranty dates for new equipment.
8. Applies knowledge of functional operation of electronic units, systems, and components to diagnose cause of malfunction.
9. Replaces defective components and wiring.
10. Aligns, adjusts, and calibrates equipment according to specifications.
11. Disassembles, inspects, cleans, and adjusts equipment; performs other periodic maintenance.
12. Assembles, installs, repairs, and maintains electronic fire and intrusion alarm systems including heat and smoke detection equipment, data gathering panels, and phone lines.
13. Programs, coordinates, test and troubleshoots assigned equipment that resides on the district network and installs software on end-user computers to provide access to the equipment.
14. Monitors and programs unified systems, secondary clocks, master clocks, and bell systems including synchronous, and electronic digital master clocks, intercoms, paging systems, and other equipment.
15. Reads and interprets blueprints, schematics, wiring diagrams, and equipment manuals.
16. Installs, repairs, and services closed circuit TV systems.
17. Conducts operational tests of all low voltage systems.
18. Tests, calibrates, and repairs faulty equipment, components, and circuits by using electronic testing devices and precision tools.
19. Demonstrates proper operation and use of equipment.
20. Estimates costs of time, material, and replacement for vandalism or other losses.
21. Fabricates cables, cords, brackets, and other parts.
22. Purchases parts and supplies.
23. Acquires knowledge of repair techniques for new equipment.

24. Prepares wiring diagrams for new installations.
25. May design and modify custom alarm systems.
26. Initiates, modifies, and closes work orders in automated system.
27. Operates aerial lift, powered industrial truck, district vehicle and a variety of hand and power tools.
28. Performs related work as required.

QUALIFICATIONS:

Education and Experience:

Completion of basic electronic school or apprentice program or formal course work in fire life safety systems.

Licenses and Certificates:

- Valid California Class C Driver's License issued by the California Department of Motor Vehicles within 30 days of hire or before driving any vehicle requiring the license
- Must possess or attain an Aerial Lift Operator Safety Certification within 12 months of employment

Knowledge, Skills, and Abilities:

- Knowledge of standard practices, methods, tools, materials, equipment, hazards, and safety precautions associated with low-voltage systems
- Knowledge of theory, function, and design of communications, electronic, and electro-mechanical systems and equipment
- Knowledge of applicable electrical, fire, and safety codes
- Knowledge of computers, network connectivity, and assorted software programs
- Ability to isolate malfunctions and to locate and correct electrical and mechanical defects in electronic and electro-mechanical equipment
- Ability to use precision tools and electronic testing and measuring equipment in diagnosing and repairing malfunctions of electronic equipment
- Ability to read and understand blueprints, schematic drawings, wiring diagrams, and complex technical manuals
- Ability to use power tools and shop equipment for fabrication and construction work necessary for installation of electronic equipment
- Ability to establish and maintain effective relationships with those contacted in the course of work
- Ability to understand and follow verbal and written instructions
- Ability to communicate effectively both verbally and in writing with administrators, staff, students, and the community
- Ability to maintain consistent, punctual and regular attendance

WORKING CONDITIONS:

Work Environment:

- Outdoor and indoor work environment
- Seasonal hot/cold weather
- Moderate noise from equipment
- Drive a vehicle to conduct work

Typical Physical Characteristics: (with or without the use of aids; consideration will be given to reasonable accommodation)

- Inspect diagrams, blueprints, documents, and other written materials with fine print
- Hear to detect audio malfunctions with fire alarms, intercoms and other systems
- Identify color-coded wiring
- Operate tools and equipment requiring repetitive hand movement and fine coordination
- Move about schools and facilities to conduct work, including climbing a ladder, crawling, bending, stooping, reaching, working with arms extended, and remaining in a stationary position for long periods of time
- Position self to perform work on a ladder or enclosed spaces
- Transport, move, and lift large objects weighing up to 75 pounds
- Communicate to exchange information in person, with small groups, and/or on the telephone

Hazards:

- Work in high, precarious places
- Risk of electric shock

Other Characteristics:

- Ability to respond to emergency calls at night or on weekends

This job description is not a complete statement of essential functions and responsibilities. The district retains the discretion to add or change typical duties of a position at any time.

Board Approved:	2/13/2018
Adopted:	6/1/1972
Revised:	11/1/1980
Revised:	6/28/1982
Revised:	3/17/1995
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