

**Central Valley School District  
Job Description #304**

**TITLE            Telecommunications Technician**

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**GENERAL SUMMARY**

The Telecommunications Technician performs skilled electrical and mechanical work in the installation, management, repair, relocation, and removal of a variety of telephone, voice mail, fire/security, and data communications systems; builds and maintains a quality cabling plant; analyzes and recommends changes in communications services, options, and equipment; and performs related duties as required.

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**ESSENTIAL JOB FUNCTIONS**

1. Install network equipment and set up new communications services. Including, but not limited to, PBX, VOIP, RAD (T1 over ethernet), and security cameras.
2. Ensure equipment and circuit installations are of good quality.
3. Place or terminate cables and install jumpers, wires and strappings.
4. Undertake proof tests such as wire testing, circuit commissioning and power tests.
5. Assemble, erect, position and label items of equipment.
6. Provide cost estimates to the District for installation of equipment.
7. Install, test, and maintain all types of telecommunications, switching and transmission equipment, including telephone exchanges, the public telephone network, and communications related networking technologies.
8. Carry out modifications to new and existing district communications equipment.
9. Analyze system faults with a high degree of diagnostic skill.
10. Maintain and adhere to operational procedures and complete appropriate documentation.
11. Take responsibility for tools and test equipment.
12. Install and maintain district telephones and other business communications systems. Serve as a resource person to District staff in the use of telecommunication equipment and related software packages.
13. Provide consulting and troubleshooting activities for telecommunications services; make necessary repairs.
14. Provide emergency and routine preventive maintenance on all data and voice cabling systems, security systems, intercoms and sound systems, fire alarms, cable television systems, and cameras within district facilities.
15. Develop and maintain good relations with internal and external customers.
16. Perform special projects and related duties as assigned.
17. Use Microsoft Office and district database software to update and modify equipment and user information pertinent to the district's communication systems.

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**REPORTING RELATIONSHIPS**

This position reports to the Director of Maintenance

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**MENTAL DEMANDS**

Must be flexible as this position experiences frequent interruptions; required to meet strict deadlines; requires concentration and attention to detail; may occasionally deal with distraught or difficult individuals.

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**PHYSICAL DEMANDS**

Requires prolonged standing, sitting, bending, stooping, crawling and other physical exertions; required to work on ladders and roofs; required to work with high voltage electricity, requires safety and awareness of construction, repair and emergency sites; may be required to work during off-hours for emergencies; exposed to high noise levels from machines; required to wear protective gear; required to work outdoors in inclement weather; required to lift and carry heavy supplies, materials and equipment over seventy (70) pounds; required to drive between sites; required to take precautions to avoid exposure to potentially dangerous conditions and fumes.

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**QUALIFICATIONS****Required**

1. Associates degree or equivalent technical training and/or experience in electronic telecommunications or related field.
2. Low voltage electrical license required.
3. Demonstrated ability to maintain school intercom and sound systems.
4. Demonstrated ability to maintain security systems and cameras.
5. Hold a valid state driver's license.
6. Good communication and people skills.
7. Able to respond to district need on an "on call" basis.
8. Maintain appearance and conduct suitable for working with students, other district staff and the public.
9. Possess a current First Aid and CPR card.

**Desired**

1. NICET II certificate in Fire Alarm, Audio, and Video Security Systems Technician.
2. Secure/maintain a Washington State Electrician Journeyman license.
3. Knowledge of TCP/IP protocols.
4. Experience troubleshooting network connectivity issues.
5. CCNA or Network+ certifications

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**UNIT AFFILIATION**

PSE –Maintenance

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**CONDITIONS**

The preceding list of essential functions is not exhaustive and may be supplemented as necessary.

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**CLASSIFICATION HISTORY**

Created 02/07  
Revised 05/07  
Revised 11/07  
Revised 10/12