

CLARK COUNTY SCHOOL DISTRICT

CLASS TITLE: COMMUNICATIONS EQUIPMENT INSTALLER ASSISTANT

**Class Code: 7194
Grade: 51**

CLASS DEFINITION AND SUMMARY:

Under direction, may assist Communications Equipment Installers/Repairers with the installation of telephones, two-way voice communication systems, master/secondary clocks, TV surveillance systems, data transmission systems and fiber optics.

ESSENTIAL TASKS OF THE POSITION: (Illustrative, not inclusive)

Assist Communications Equipment Installers/Repairers with the installation, repair, and maintenance of telephones, two-way voice communication systems, master/secondary clocks, TV surveillance systems, data transmission systems and fiber optics (digital, electro-mechanical, and analog systems).

Assists in preparing diagrams and sketches of system layouts.

Maintains system diagrams and sketches as on-site work is performed.

Assists in the installation, repair, and maintenance of cable and communication wiring, (i.e., copper, coax, and fiber optic).

May troubleshoot, repair and maintain peripheral equipment (i.e., telephones, secondary, clocks, surveillance equipment, cameras, etc.), to component level.

May troubleshoot, repair, and maintain circuits of head-in equipment (i.e., telephones, voice intercoms, surveillance, master clocks, etc.), to board level.

Uses personal and lap top computers for troubleshooting and installation purposes.

Conforms to safety standards as prescribed.

Performs other tasks related to the position as assigned.

DISTINGUISHING CHARACTERISTICS:

Involves assisting in the installation, repair, and maintenance of telephones, two-way voice communication systems, automated and attendant voice mail, master/secondary clocks, TV surveillance systems, data transmission systems and fiber optics.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of Electronic Theory.

Knowledge of Telephony theory.

Knowledge of computer software applications.

Ability to read schematics and construction blueprints.

Ability to read and interpret written and oral instructions.

Ability to safely move and relocate heavy objects.

Ability to operate hand and power tools and equipment associated with position.

Ability to distinguish color-coded wires.

Ability to learn and use various software applications.

Ability to work flexible hours or shifts.

Ability to work in confined areas.

Ability to withstand heights and perform work safely.

Ability to determine when to work independently and when to refer problems to supervisor.

Ability to work cooperatively with employees, contractors, public agencies, and the public.

Ability to recognize and report hazards, and apply safe work methods.

QUALIFICATIONS:

TRAINING AND EXPERIENCE:

High school graduation or other equivalent, (i.e., GED, college, technical, or trade school transcript, foreign equivalency, etc.); plus,

Two (2) years experience in installation and/or repair of digital telecommunications equipment; or,

One (1) year experience in installation and/or repair of digital telecommunications equipment, plus college level electronic course work (minimum of 20 credit hours), or graduation from an accredited vocational/technical school in electronics.

QUALIFICATIONS: (continued)

LICENSES AND CERTIFICATES:

Valid Class C Nevada Driver's License, which must be maintained for the duration of the assignment.
Copy of driving history issued by the Department of Motor Vehicles.

DOCUMENT (S) REQUIRED AT TIME OF APPLICATION:

1. High school graduation or other equivalent (i.e., GED, college, technical, or trade school transcript, foreign equivalency, etc.).
2. Valid Class C Nevada Driver's License.
3. Copy of driving history issued by the Department of Motor Vehicles.
4. College transcript or certificate of completion from vocational/technical school, if applicable.
5. Specific documented evidence of training and experience to satisfy qualifications.

EXAMPLES OF ASSIGNED WORK AREAS:

Clark County School District facilities - offices, schools (classrooms, and computer labs, mechanical equipment rooms, cafeterias), construction sites, etc.

Strength: Medium/Heavy - exert force 50-100 lbs., occasionally; 25-50 lbs. frequently; or 10-20 lbs., constantly. May involve significant stand/walk/push/pull/carry.

Physical Demands: Frequent stooping, kneeling, crouching, reaching, handling, fingering and feeling. Occasional talking, hearing, and balancing. Vision: frequent near and far acuity, depth perception, focal length change, and color vision.

Environmental Conditions: Varies from a climate controlled office setting to work outdoors with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to loud and occasional to frequent time periods, and constant electrical shock hazards.

EXAMPLES OF EQUIPMENT/SUPPLIES USED TO PERFORM TASKS:

Hilti gun, Greenlee knockout sets, operate Genie lifts, electrical cable pullers, drill motors, personal and lap top computers, power and hand tools, soldering irons/guns, conduit benders, conduit, crimping tools, ladders, test equipment, fiber optic tools, exposure to UV solder, loud occasional noise intensity levels. Construction sites (must comply with contractors safety procedures and guidelines; insurance/bonding issues). Constant shock hazards.

Individuals with a disability who require reasonable accommodation(s) during any step of the screening process or who have questions about qualifications, should notify a representative in Support Staff Personnel. Notification may be made in person, in writing, or by calling: (702) 799-5334 (V) or (702) 799-0217 (TDD).

01/17/88

Revised: (04/25/94; 01/03/95; 10/03/95; 07/15/05; 01/08/06)