

CLARK COUNTY SCHOOL DISTRICT

CLASS TITLE: COMMUNICATIONS EQUIPMENT INSTALLER/REPAIRER

Class Code: 7195

Grade: 55

CLASS DEFINITION AND SUMMARY:

Under general supervision, repairs and installs telephones, two-way voice communication systems, master/secondary clocks, TV surveillance equipment, data transmission systems and fiber optics.

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

Repairs and overhauls various telephone, two-way voice communication systems, master/secondary clocks, TV surveillance equipment, data transmission systems and fiber optics (digital, electro-mechanical, and analog systems).

Modifies existing telephone systems to meet new requirements.

Lays out and installs cable, communication wiring, (i.e., copper, coax, and fiber optic, etc.), and new equipment.

Maintains daily work records and reports, as required.

May develop plans and specifications for new equipment installations.

Troubleshoots, repairs, and maintains peripheral equipment, (i.e., telephones, secondary clocks, surveillance equipment, cameras, etc.), to component level.

Troubleshoots, repairs, and maintains circuits of head-in equipment, (i.e., telephones, voice intercoms, automated and attendant voice mail, equipment, etc.), to board level.

Programs systems operations for telecommunication equipment, (i.e., surveillance, data transmissions, intercoms, master/secondary clocks, etc.).

Uses personal and laptop computers for systems diagnostic programming and installations purposes.

Instructs and/or directs the daily activities of skilled trades and installers assistants when assigned.

Conforms to safety standards as prescribed.

Performs other tasks related to the position as assigned.

DISTINGUISHING CHARACTERISTICS:

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

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of electronic theories.

Knowledge of telephony theory.

Knowledge of fiber optics.

Knowledge of 1A2 and electronic telephone systems.

Knowledge of two-way voice communication systems.

Knowledge of master/secondary clock systems.

Knowledge of TV surveillance systems.

Knowledge of data transmission systems.

Knowledge of computer software applications.

Ability to troubleshoot and install 1A2 and electronic telephone systems.

Ability to troubleshoot and install two-way voice communication systems, master/secondary clocks, surveillance equipment, data transmission systems, and fiber optics.

Ability to distinguish color-coded wires.

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 trade.

Ability to learn and use various computer 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 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.).

Three (3) years experience in installation and/or repair of digital telecommunications equipment; or, Two (2) years 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.

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.

PREFERRED QUALIFICATIONS:

One (1) year supervisory experience.

DOCUMENT (S) REQUIRED AT TIME OF APPLICATION:

1. High school transcript 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, 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, climbing, 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).

01/10/85

Revised: (04/25/94; 01/03/95; 01/14/97; 07/15/05)