

## CLARK COUNTY SCHOOL DISTRICT

**CLASS TITLE: COMMUNICATION INSTALLATION/REPAIR SUPERVISOR**

**Class Code: 7198  
Grade: 58**

### **CLASS DEFINITION AND SUMMARY:**

Under general direction, organizes and directs the work of Communications Equipment Installers/Repairers and Communications Equipment Installer Assistants.

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

- Surveys, plans, organizes, schedules, and directs the work of Communications Equipment Installers/Repairers and Communications Equipment Installer Assistants.
- Inspects sites to determine material and labor needed.
- Prepares system diagrams and sketches of work to be done.
- Supervises and inspects work of Communications Equipment Installers/Repairers and Communications Equipment Installer Assistants.
- Coordinates work with school activities and other trades/crafts.
- Provides input for the evaluation of assigned employees.
- Researches equipment and/or material and assists with the development of specifications for new equipment.
- Assists Facility Planning in maintaining accurate, current as-built drawings.
- Develops plans and specifications for new equipment installations and modifies existing telephone systems to meet new requirements.
- Confers and communicates with district staff, contractors, and vendors regarding communications systems and equipment.
- Programs operations systems for telecommunications equipment, (i.e., surveillance, intercom, data transmissions, master/secondary clocks).
- Maintains records for the preparation of applicable reports.
- Performs installation and/or repairs of communication equipment during emergency situations, as needed.
- Conforms to safety standards as prescribed.
- Performs other tasks related to the position as assigned.

### **DISTINGUISHING CHARACTERISTICS:**

Involves planning, inspecting, and supervising the work of Communications Equipment Installers/Repairers and Communications Equipment Installer Assistants.

### **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.
- 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 and understand schematics and building 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 as related to communication systems.
- 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 safety 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.).

Four (4) years experience in the installation and repair of digital telecommunication equipment; or, An associate's degree in electronics plus three (3) years experience in the installation and repair of digital telecommunication equipment.

**LICENSES AND CERTIFICATES:**

Valid Class C Nevada Driver's License.

Copy of driving history issued by the Department of Motor Vehicles.

**PREFERRED QUALIFICATIONS:**

Supervisory experience in the installation and repair of communications equipment.

**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. 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).

01/17/88

Revised: (04/25/94; 01/03/95; 02/11/97; 07/15/05)