DEFINITION

To perform the installation, construction, repair, preventive maintenance and modification of the District's computer data communications and telephone systems; to upgrade the District's data telecommunications systems and services through new communication technologies, procedures and equipment; and to perform a variety of technical duties relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

This position receives direction from the Building Services Supervisor and exercises functional and technical supervision over contract staff.

ESSENTIAL FUNCTION STATEMENTS

*Essential duties and other important responsibilities/duties may include, but are not limited to, the following:*

1. Maintain telephones and associate wiring equipment; design and install systems for computer data communications and telephone systems infrastructure.
2. Troubleshoot, diagnose, maintain and repair hardware problems as required; perform service calls on all District equipment.
3. Modify existing telephone and data communications systems equipment and facilities for greater performance and capabilities.
4. Upgrade voice/data distribution systems; construct new and replacement voice/data networks for central and remote locations.
5. Prepare cost estimates for labor and materials to complete assigned projects.
6. Order materials and maintain records for computer data and telephone systems.
7. Coordinate contractor/vendor services and verify completion of services in a timely and cost efficient manner.
8. Maintain equipment specification and blueprint files for campus-wide telecommunications.
9. Perform quality, cost and inventory control of equipment and materials.
10. Provide support service for Information Systems; train users in systems procedures and functions; advise users in system equipment needs.

11. Serve as a project manager for special projects; oversee the work of contract staff as appropriate.

12. Assist other areas and departments with unskilled, semi-skilled or skilled duties as assigned.

13. Operate District vehicles and equipment as needed.

14. Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

- Operations and use of telephones, including electronic testing of computer-based switches.
- Principles and procedures of micro-electric data communication electronics.
- Electronic and electrical equipment and materials.
- Operational use of materials, tools and methods used in repair and maintenance of campus equipment.
- National electrical codes and standard installation procedures for conduit infrastructure distribution systems.
- Blueprint and schematic design reading, development and interpretations.
- Principles and procedures of recordkeeping.
- Occupational hazards and standard safety practices.

**Ability to:**

- Perform skilled work in the programming, installation, repair and servicing of telephone and data communications equipment.
- Troubleshoot and repair hardware equipment.
- Upgrade District voice/data communications systems.
- Respond to requests from District staff on telephone and various telecommunications equipment problems and maintenance.
- Read and interpret schematics.
- Operate a variety of District vehicles and equipment in a safe and effective manner.
- Work independently in the absence of supervision.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities.
EXPERIENCE AND EDUCATION/TRAINING GUIDELINES:
Any combination of experience and education/training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be the following:

Experience:
Two years of increasingly responsible experience in troubleshooting, maintaining, repairing and installing computer communication equipment and telephone systems.

Education/Training:
Equivalent to the completion of the twelfth grade supplemented by college level course work in electronics or a related field.

License or Certificate:
Possession of, or ability to obtain, an appropriate valid driver’s license.

WORKING CONDITIONS

Environmental Conditions:
Field environment; may travel from site to site; exposure to noise, dust, electrical energy, radiant energy; work at heights on scaffolding and ladders; work or inspect in confined spaces; work on slippery or uneven surfaces.

Physical Conditions:
Essential functions may require maintaining physical condition necessary for walking or standing for prolonged periods of time; heavy, moderate or light lifting and carrying; bending, stooping, kneeling, crawling, climbing with both legs and arms; operating motorized equipment and vehicles; near visual acuity for performing installation and repair of various types of equipment.