

TITLE: TELECOMMUNICATIONS SPECIALIST

QUALIFICATIONS:

1. Comprehensive knowledge of current telecommunications systems and related equipment including PBX and PABX switches, intercom, Cat 5 wiring and fiber optics technology
2. Knowledge, skills and ability to install and maintain a variety of telecommunications systems
3. Responsible experience in related area of telecommunications systems including installation, testing, maintenance and repair of standard and specialized telecommunications equipment
4. Ability to communicate effectively with all levels of staff
5. Ability to train, supervise and evaluate work of others
6. Organizational skills and ability to function in highly complex environment; ability to exercise good independent judgment
7. Knowledge of and willingness to stay abreast of industry trends, innovations and practices
8. Valid driver's license and personal vehicle for use on district business; ability to obtain additional licensing and/or training for district vehicles may be required

REPORTS TO: Director, Maintenance & Operations

SUPERVISES: Staff as assigned

JOB GOAL: To provide support to district staff and students by performing variety of duties related to installation and maintenance of district telecommunications systems

PERFORMANCE RESPONSIBILITIES:

1. Performs broad and complex assignments in support of district telecommunications network, equipment and services; consults with appropriate staff to determine telecommunications needs
2. Installs, programs, repairs, maintains, tests and enhances various types of PBX and PABX switches, intercom master clocks and other specialized communications equipment; terminates telecommunication cabling, Cat 5 wiring and fiber optics; reads and interprets blueprints in conjunction with additions, changes, moves and repairs of equipment; assists in integration of related systems and equipment
3. Troubleshoots repairs of communications systems and equipment; evaluates existing systems and makes changes and repairs as necessary
4. Works cooperatively with staff, vendors and others to coordinate new service, in-house moves, equipment changes, etc.
5. Assists in planning and developing design strategies to support district telecommunications needs; makes recommendations as necessary
6. Maintains current knowledge of industry trends, technology and regulations; applies current practices, equipment and materials as needed
7. Trains and supervises staff as assigned
8. Performs other related duties as assigned

TERMS OF EMPLOYMENT: Salary and work year according to current schedule; Supervisory salary schedule, class 35

EVALUATION: Performance of this job will be evaluated in accordance with the district's "Improvement of Professional Services" handbook, Board policies and procedures and consistent with collective bargaining agreements when applicable.