

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Electronic Equipment Technician (Communications)	REPORTS TO:	Repair Dispatch Supervisor
DEPARTMENT:	Information Technology	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	048 OSS
REVISED:	April 8, 2002		

BASIC FUNCTION:

Install, program, troubleshoot, and repair a variety of telephone switches and related electronic communications equipment.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Install, diagnose, program, and repair a variety of analog and digital telephone switches and related equipment at schools and other district sites. **E**

Install, terminate, test, and troubleshoot voice and data cable systems. **E**

Use a variety of test equipment for repairs and computers for diagnosis and programming needs. **E**

Operate hand and power tools. **E**

Determine needs and order materials for the maintenance or replacement of equipment or systems. **E**

Make labor and materials cost estimates. **E**

Evaluate and make recommendations regarding the acquisition of new equipment. **E**

Work from blueprints and schematic diagrams. **E**

Maintain records including time, inventory, stock usage, and items repaired or in need of repair. **E**

Respond to emergency repair needs. **E**

Train and direct the work of assigned staff. **E**

Drive a light truck. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to two years of experience in the installation and repair of telephone switches and voice and data cable systems. Training in electronics and communication systems may be substituted for experience.

LICENSES AND OTHER REQUIREMENTS:

Possession of hand tools common to the trade.
Possession of a valid California driver's license.
Manufacturer's certification is desirable.
Personality and character suitable for working in schools.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Materials, tools, and methods common to the trade.
Applicable codes and safety regulations.
Reading and writing English communication skills.

ABILITY TO:

Install, program, troubleshoot, and repair a variety of telephone switches and related electronic communications equipment.
Read blueprints, plans, and specifications.
Establish and maintain effective working relationships with others.
Meet schedules and time lines.
Maintain records.
Read, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor setting; working around machinery with moving parts; driving a vehicle to conduct work.

PHYSICAL REQUIREMENTS:

Strength and energy sufficient to maintain a rigorous work schedule involving driving and/or continuous, heavy physical exertion; hearing and speaking to exchange information; seeing to perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate tools and equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to make repairs; lifting heavy objects.

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