

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**POSITION DESCRIPTION**

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<b>TITLE:</b>	Equipment/Safety Services Program Coordinator (Communication/Signal)	<b>REPORTS TO:</b>	Director, Maintenance and Operations
<b>DEPARTMENT:</b>	Maintenance and Operations	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Exempt	<b>SALARY GRADE:</b>	059 OSS
<b>REVISED:</b>	August 21, 2001		

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**BASIC FUNCTION:**

Plan, organize, and coordinate equipment/safety services program functions and lead the work of assigned staff.

**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**

Lead, plan, organize, assign, schedule, and participate in the work of equipment/safety services program. **E**

Coordinate the work of the communication/signal crew which includes repairing and installing voice and data systems, voice mail systems, intrusion systems and installing, troubleshooting, and repairing master and secondary clocks, fire alarm systems, smoke and heat detectors, bell systems and scoreboards. **E**

Coordinate and direct the electronic and equipment repair services and maintenance activities. **E**

Organize and prioritize routine, emergency, and urgent work orders and requests for service. **E**

Interpret and implement policies and procedures for the department and assigned program. **E**

Develop and implement work practices and procedures for identifying, reporting, repairing, and inspecting defects and/or deficiencies at district facilities. **E**

Participate in the development of budgets as assigned; maintain a variety of records on labor, tools, materials, equipment, and rolling stock. **E**

Implement and enforce safety regulations and practices; conduct safety award training meetings. **E**

Attend training seminars and courses to remain current in leadership skills and latest techniques and technology of the construction/maintenance industry. **E**

Drive a van, pickup, or other utility vehicle. **E**

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**

Any combination of training, experience, and/or education equivalent to completion of a recognized apprentice or other formal training program in the communication or electronic trades and three years of recent, full-time, paid journey-level experience, including leadership experience.

**LICENSES AND OTHER REQUIREMENTS:**

Possession of a valid California driver's license appropriate to the type of equipment and/or vehicle operated.

Availability of private transportation (mileage expense allowance provided).

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Techniques used to coordinate, schedule, and sequence multi-craft projects.

Installation and repair of electronic communication systems.

Tools, equipment, materials and methods common to assigned functions.

Current laws and codes applicable to the assigned responsibilities.

Safety methods and practices.

**ABILITY TO:**

Coordinate, schedule, and sequence multi-craft projects.

Establish and maintain effective working relationships with others.

Provide leadership, training, and direction to assigned staff.

Install and repair electronic communication systems.

Use a variety of tools, equipment, materials, and methods common to assigned functions.

Analyze data and make recommendations for improvement, equipment, and materials.

Analyze, troubleshoot, and identify telecommunication/signal system defects and malfunctions.

Estimate labor and material costs.

Design sketches and layouts; interpret plans and specifications.

Operate standard office equipment including microcomputers and related software applications.

Plan and organize work; meet schedules and time lines.

Maintain records.

Read, interpret, apply, and explain rules, regulations, policies, and procedures.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor or outdoor setting; exposure to machinery; driving a vehicle to conduct district business.

**PHYSICAL REQUIREMENTS:**

Good health with strength and energy sufficient to maintain a rigorous work schedule including driving and/or 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 tools and equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.