

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Lead Electronic Equipment Technician (Communications)	REPORTS TO:	Repair Dispatch Supervisor
DEPARTMENT:	Maintenance and Operations	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	052 OSS
ISSUED:	May 14, 2002		

BASIC FUNCTION:

Lead and participate in the work of journey-level, skilled, and semi-skilled crafts workers in installing, repairing, and troubleshooting a variety of electronic and telephone systems.

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, assign, and participate in the work of electronic equipment technicians in installing, maintaining, repairing, and troubleshooting a variety of telephone and related electronic equipment, such as phone switches, analog and digital telephone equipment, and programming hardware and software. **E**

Schedule and prioritize emergency, urgent, and routine repair work and preventive maintenance; provide a preventive maintenance program for telephone equipment. **E**

Provide technical expertise and perform the more technically difficult work; build and assemble special telephone equipment. **E**

Assist with the coordination of projects with other department and district staff. **E**

Inspect new equipment and system installations in schools for compliance with specifications; develop and maintain records of telephone equipment throughout the district. **E**

Assist in the development and implementation of procedures and work practices for identifying, reporting, repairing, and inspecting defects and/or deficiencies at district facilities; review and resolve issues related to assigned program.

Assist in the development of program budgets; prepare labor and material estimates.

Maintain a variety of records on labor, tools, materials, equipment, and rolling stock.

Design sketches and layouts.

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

Attend seminars and courses to remain current in skills, techniques, and technology of the industry.

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 three years of recent, full-time, paid, journey-level telephone equipment repair 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:

Technical aspects of field of specialty.
Materials, tools, and methods common to the trade.
Applicable codes and safety regulations.
Safety methods and practices.
Reading and writing English communication skills.

ABILITY TO:

Analyze, diagnose, and repair circuit boards, power supplies, and other related components of telephone systems.
Plan, schedule, and lead the work of assigned staff.
Analyze data and make recommendations for improvement.
Estimate labor and material requirements.
Design sketches and layouts.
Read and interpret plans and specifications.
Establish and maintain effective working relationships with others.
Meet schedules and time lines.
Maintain records and prepare reports.
Work independently with little direction.
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:

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 inspections and repairs; lifting heavy objects.