

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**POSITION DESCRIPTION**

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<b>TITLE:</b>	Lead Signal Technician	<b>REPORTS TO:</b>	Repair Dispatch Supervisor
<b>DEPARTMENT:</b>	Physical Plant Operations	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-Exempt	<b>SALARY GRADE:</b>	054 OSS
<b>REVISED:</b>	June 20, 2008		

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**BASIC FUNCTION:**

Lead the work of assigned journey-level, skilled, and semi-skilled crafts workers in installing, repairing, and troubleshooting time/signal and fire/intrusion systems throughout the district.

**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, and assign the work of the signal crew which includes installing, repairing, and troubleshooting master and secondary clocks, bell systems, scoreboards, fire alarm systems, smoke and heat detectors, intrusion alarm systems and programming associated software. **E**

Provide technical expertise coordinate complex projects with other department and district staff. **E**

Inspect new equipment and system installations in schools for compliance with specifications. **E**

Develop and implement procedures and work practices for identifying, reporting, repairing, and inspecting defects and/or deficiencies at district facilities; review and resolve issues related to the assigned program. **E**

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

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

Maintain a variety of records on labor, tools, materials, equipment, and rolling stock; develop and maintain records of equipment and alarm zones throughout the district. **E**

Design sketches and layouts. **E**

Implement and enforce safety regulations and practices; conduct safety and 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 vehicle. **E**

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**

A combination of training, experience, and/or education equivalent to three years of recent, full-time, paid journey-level experience in the installation and repair of digital signal systems. Training in building, signal, or electronic trades may be substituted for experience.

**LICENSES AND OTHER REQUIREMENTS:**

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

May be required to have available and operate a vehicle capable of hauling heavy and/or bulky materials as defined in Administrative Procedure 2510. (Transportation expense and vehicle allowance provided.)

Personality and character suitable for working in schools.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Tools, equipment, materials, and methods common to the installation and repair of digital signal systems.

Applicable laws and codes.

Safety methods and practices.

Reading and writing English communication skills.

**ABILITY TO:**

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.

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 and outdoor setting; driving a vehicle to conduct work.

**PHYSICAL REQUIREMENTS:**

Strength and energy sufficient to maintain a rigorous work schedule including driving and/or heavy, continuous 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 inspections and repairs; lifting heavy objects.

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