

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Skilled Trades Helper (Communications)	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Maintenance	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	036 OSS
REVISED:	August 28, 2002		

BASIC FUNCTION:

Assist journey-level technicians by performing semi-skilled and routine duties in the maintenance and repair of district communication 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

Assist and facilitate the work of journey-level technicians. **E**

Install cable and assist in the inspection and repair of voice and data communication systems. **E**

Operate power and hand tools. **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 graduation from high school and two years of recent experience in communication equipment repair work, or as a helper to a journey-level electronics technician.

LICENSES AND OTHER REQUIREMENTS:

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

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Telecommunication, phone switch systems, and data line cabling.
Electronic symbols and PIC 25 color code systems.
Safety methods and practices related to the trade.
Reading and writing English communication skills.

ABILITY TO:

Read meters and test for continuity of circuits.
Operate power and hand tools and other equipment common to the trade.
Drive a light truck.
Establish and maintain effective working relationships with others.

Plan and organize work.
Meet schedules and time lines.
Maintain records.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor or outdoor setting.

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; 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; lifting heavy objects.

Job Code 8313

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