

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**POSITION DESCRIPTION**

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<b>TITLE:</b>	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>	050 OSS
<b>REVISED:</b>	July 20, 2008		

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**BASIC FUNCTION:**

Install, inspect, diagnose, program, and repair complex electronic and electro/mechanical time keeping and signal systems, including clocks, analog fire alarms, and scoreboards at schools and other sites.

**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, inspect, diagnose, program, and repair electronic and electro/mechanical time keeping and signal systems, including clocks, analog fire alarms, and scoreboards at schools and other sites. **E**

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

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

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

Use a variety of testing equipment and operate hand and power tools. **E**

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

Respond to emergency repair needs. **E**

Disassemble, clean, and lubricate units. **E**

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

Operate a man lift. **E**

Drive a light truck. **E**

Perform related duties as assigned

**MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**

A combination of education, training, or experience equivalent to technical or vocational training in electronics and electrical systems and four years of experience in the repair of clocks, fire alarms, and scoreboards, including programming associated software.

**LICENSES AND OTHER REQUIREMENTS:**

Possession of a valid California driver's license.

Possession of hand tools common to the trade.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

The materials, tools, and methods used in electronic and electro/mechanical repair work.

Applicable codes and safety regulations.

Reading and writing English communication skills.

**ABILITY TO:**

Install, inspect, diagnose, and repair electronic and electro/mechanical time keeping and signal systems, including programming associated software.

Read blueprints, plans, and specifications.

Communicate effectively orally and in writing.

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 settings; working with tools and equipment.

**PHYSICAL REQUIREMENTS:**

Strength and energy 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 equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting heavy objects.

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