



Job Title: Telecommunications Specialist

Exemption Status/Test: Exempt

Reports to: Assistant Director

Date Revised: June 2021

Dept. /School: Network and Communications Infrastructure **Pay Grade:** 204

Primary Purpose:

Maintain district telecommunication systems by performing inspections, repairs and preventive maintenance.

Qualifications:

Education/Certification:

- High School diploma or GED
- NEC SV8500 and CCIS Certification preferred
- Technical Certificate in basic networking (CCENT or Network+) preferred
- Military Veteran with Honorable Discharge preferred

Experience:

- Five (5) years' experience working on enterprise-level telecommunications systems

Special Knowledge/Skills:

- Valid Texas Class C driver license and prove insurability to operate district vehicles
- Knowledge of NEC telecommunication systems
- Knowledge of basic networking in telecommunications
- Knowledge of basic electronics principles
- Ability to troubleshoot basic telecommunication systems
- Aptitude for successful completion of assigned tasks
- Ability to work under pressure in emergencies
- Basic knowledge of Microsoft Office products
- Ability to work within a diverse culture
- Ability to serve as a role model for all district employees by exhibiting behavior that is ethical, courteous and responsible

Major Responsibilities and Duties:

1. Maintain and manage primary telecommunication system in accordance with applicable codes, best practices and department processes.
2. Assist technicians as needed with the maintenance of public address systems in accordance with all applicable codes, best practices and department processes.
3. Monitor all district telecommunication services and work with service contractor to provide all necessary connectivity.
4. Support other technicians in the field to repair systems by the department, as needed.
5. Complete work-related documentation in accordance with district processes and policy.
6. Provide support to campus staff as needed to improve system operations.
7. Perform periodic after-hour standby duty to respond to technical issues as needed.

8. Perform other duties as assigned.

Supervisory Responsibilities

None.

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: Standard office equipment including personal computers, desk/cellular phone, copier/fax machine and others. Tools and equipment such as school district vehicles, radio communication equipment, mobile phones and safety equipment. Duty uniform.

Posture: Ability to stand and sit for prolonged periods; ability to climb a ladder and the ability to kneel or crawl

Motion: Prolonged sitting, walking; potential for running, climbing stairs, twisting, reaching, pushing/pulling; and overhead reaching

Lifting: Lifting up to 50 pounds on a regular basis; light carrying under 50 pounds on a regular basis

Environment: Exposure to temperature extremes; exposure to humidity extremes; exposure to noise; exposure to low or intense illumination; exposure to vibration; exposure to biological hazards; exposure to chemical hazards; exposure to electrical hazards; work outside; prolonged exposure to sunlight; work on slippery or uneven surfaces; working alone; working a flexible schedule with little or no notice of shift change and working prolonged or irregular hours

Mental Demands: Maintain emotional control under stress; work with frequent interruptions and ability to exercise reasoning and problem-solving skills while under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Received by _____ Date _____