



# RIALTO UNIFIED SCHOOL DISTRICT CLASSIFIED

## TELECOMMUNICATIONS TECHNICIAN

### DEFINITION:

Under the direction of an assigned Administrator or Supervisor, organize, coordinate, and perform skilled work in the installation, programming, maintenance, troubleshooting, and repair of a variety of telecommunication, audio-visual, and other related equipment; install conduit raceways (above and below ground) to pull wire and make terminations; perform a variety of functions in the planning, implementation of telecommunication and database network operations; install, maintain, , fiber optic network systems, and related peripherals; provide technical support to site staff and school personnel; perform semi-skilled and skilled functions in other maintenance trade areas;; perform other job-related duties as assigned and/or as required.

### ESSENTIAL DUTIES:

- Perform a variety of skilled technical duties in the maintenance, programming, troubleshooting and repair of telecommunication systems, telephones, intercoms, TV distribution systems, radios, master clocks for passing bells, audio-visual equipment, data systems and a variety of other electronic equipment; ensure proper operation of hardware, software, and telecommunication and media equipment.
- Reconfigure programmable telecommunication parameters, assign IP addresses to electronic equipment, voicemail settings and phone desk sets; replace and repair classroom phones, data jacks, phone cords and related systems; reset auto attendant passwords.
- Install, configure, maintain and repair fiber optic network systems.
- Utilize a variety of specialized electronic testing equipment in diagnosing, evaluating and testing telecommunication and electronic related equipment.
- Align, adjust, and calibrate electronic equipment in accordance with manufacturer specifications.
- Replace defective electronic components, cabling, jacks, cords, parts and wiring using a variety of hand tools and equipment.
- Research, test, and recommend the purchase of telecommunications, radio, intercom, electronics and audio-visual equipment, computer hardware and application software.
- Estimate labor, material, parts and equipment needed for assigned telecommunication, intercom, radio and related electronics projects; monitor inventory levels of phone, handsets, jacks, keypads, parts, supplies, tools and equipment; requisition, receive and store parts, supplies and equipment as directed.
- Train, coordinate and provide work direction to assigned maintenance personnel.
- Operate lifts, forklifts, and tow trailers.
- Coordinate the ordering and installation of new phone circuits.
- Troubleshoot phone lines and call in for service with corresponding carriers.
- Perform projects as directed including re-configuring and specialized cabling at remodeled sites.
- Maintain and update a technical library of manuals, blueprints, and schematic drawings.
- Organize and lay out assigned work tasks and telecommunication specification requirements.

- Operate a variety of technical equipment including test meters, cable toners, locators and various hand and power tools; operate a computer and required software.
- Maintain a variety of routine records related to work orders, repairs, parts, and assigned activities.
- Provide technical support and training to telecommunication and electronic system users; develop training documents; confer with site personnel to obtain phone system requirements, cabling needs, extension changes, implementation timelines and installation schedules.
- Communicate with personnel and various outside agencies to exchange information and resolve issues or concerns; monitor outside technical vendor services to ensure a high standard of performance.
- Serve as a liaison in the planning and development of information management networks and database systems.
- Drive a service vehicle to various sites to conduct work.
- May conduct in-service training programs relative to the operation and maintenance of computer, telecommunication, audio visual, intercom, and electronic equipment.
- Perform other job-related duties as assigned and/or as required.

## **KNOWLEDGE AND ABILITIES:**

### KNOWLEDGE OF:

- Methods, procedures, techniques, materials, and equipment utilized in the installation, repair, and maintenance of computer hardware, electronic and audio-visual equipment, communication equipment, clocks, fire and security detection systems.
- Principles of phone systems, line requirements, cabling, connections, end points, and telecommunication programming.
- District policies, legal mandates, and codes pertaining to the inspection, repair, and maintenance of computer hardware, communications, electronic, audio-visual, and other specialized systems.
- Safe working methods and procedures.
- Network components including routers, switches, data center rack installation systems and structure cabling.
- Computer hardware systems and software applications utilized.
- Oral and written communication skills.
- Recordkeeping techniques.
- Arithmetic computations.

### ABILITY TO:

- Perform a variety of technical duties in the installation, maintenance, troubleshooting and repair of various types of telecommunications, intercom, radio, electronic and audio-visual equipment, clocks, and other communication systems.
- Utilize special electronic testing equipment to determine defects and malfunctions.
- Install, maintain, and repair fiber optic network systems and related peripherals.
- Provide technical support to users in telecommunications and computer operations.
- Lay out and coordinate the work of others, under direction.
- Estimate labor and material costs, accurately.
- Maintain simple records and prepare complete and concise reports.

- Participate in the installation, configuration, maintenance and repair of communication network systems.
- Operate a variety of tools and equipment used in the maintenance and repair of telecommunications and electronics.
- Operate a computer and required software.
- Communicate effectively, both orally and in writing.
- Make accurate arithmetic calculations.
- Establish and maintain cooperative working relationships.

## **EDUCATION AND EXPERIENCE:**

### EDUCATION:

Verification of High School diploma, a GED certificate, or a higher degree.

### EXPERIENCE:

Five years of journeyman level experience in the installation, maintenance, and repair of telecommunication, electronic, audio-visual, clocks, intercom and related equipment. Recent job-related experience within the last five years is required.

## **LICENSES, CERTIFICATIONS AND OTHER REQUIREMENTS:**

- Possession of a valid California Motor Vehicle Operator's license.
- Insurability by the District's liability insurance carrier.

## **PREFERED QUALIFICATIONS:**

Supplemental course work and training in the maintenance and repair of electronic, telecommunication, and audiovisual equipment are preferred, but not required.

## **WORKING CONDITIONS:**

### ENVIRONMENT:

Indoor and outdoor work environment. Driving a vehicle to conduct work.

### PHYSICAL ELEMENTS:

The physical requirements indicated below are examples of the physical aspects that the position classification must perform in carrying out essential job functions.

- Will exert 50 to 75 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- May involve ascending and descending ladders, stairs, and ramps, and will involve walking or standing for extended periods.
- Perceive the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate equipment and use hand tools, and handle and work with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

POTENTIAL HAZARDS:

Working at heights. Exposure to hot, cold, wet, humid, or windy conditions caused by weather may occasionally be experienced. Excessive noise. Crawling, kneeling, and standing for extended periods of time

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