CHICO UNIFIED SCHOOL DISTRICT
TELECOMMUNICATIONS SPECIALIST

DEFINITION
Under direction, maintains the District’s telephone systems and some aspects of District LANs (Local Area Networks). Maintains and analyzes billings and expenditures as they relate to telecommunications. Serves as a liaison to telecommunication vendors, and provides training and support to District staff. This job classification exercises independent judgment and decision-making abilities regarding complex technical tasks in the installation, modification, and repair of District telecommunications, clocks, bells, paging, and intercom systems.

SUPERVISION EXERCISED
May exercise technical and functional supervision over lower level staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

• Perform a full range of complex telephone, clock, bell and intercom work including PBX programming utilizing both a lap top computer and a display phone, determining the path of travel, running conduit, pulling cable, etc., involved in the installation, modification and repair of a variety of phone lines/equipment; unified systems; master clocks; secondary clocks; bell systems, including impulse, synchronous and electronic digital master clocks; intercoms; public address; paging and phone systems.
• Perform annual fire alarm systems inspections.
• Receive work orders; confer with supervisors and building administrators to determine work priorities; confer with originators regarding desired finished product; determine exact specifications of work requested; estimate supplies, materials and costs of repair projects; requisition and/or purchase necessary materials, parts, supplies, tools and equipment.
• Verify proposed systems for compliance with pertinent codes and regulations; install systems in compliance with appropriate codes; ensure safety standards are maintained throughout the process.
• Conduct operational tests of systems; apply knowledge of functional operation of electronic units and systems to diagnose and trouble shoot systems using visual inspection, specialized equipment and/or architectural plans/diagrams; replace defective components and wiring and adjust or repair mechanical parts.
• Read and interpret blueprints, schematics, wiring diagrams and equipment manuals.
• Maintain records of work performed; maintenance records and inventory of materials, supplies, tools and equipment; prepare and submit reports.
• Operate heavy equipment when required; operate light trucks, trailers or other equipment to move, haul and deliver materials, equipment and maintenance supplies; load and unload materials and equipment.
• Operate a variety of hand and power tools and equipment necessary in the performance of assigned duties.
• Acquire knowledge of repair techniques for any new equipment installed.
• Clean work area at sites and at shop; clean and maintain tools and other equipment.
• Follow preventative maintenance schedules where appropriate.
• Diagnose minor LAN problems and coordinate minor LAN repairs
• Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:
• Analog and digital phone systems and how they interface with other intercom, paging and clock systems.
• Theory, function, and design of communications, electronic and electro mechanical systems and equipment.
• Theory, function, and design of fire and intrusion alarm systems and equipment.
• Laws, codes, standards and regulations pertaining to the assigned area.
• Standard practices, methods, techniques, materials, tools and equipment used in repairing and maintaining electrical and electronic equipment at the journey level.
• Occupational hazards and standard safety practices necessary in the area of maintenance and repair work.
• Computer networking and telephone hardware and software.
• Computers and software, especially Microsoft Office.

Skill to:
• Operate a wide variety of hand and power tools and power equipment required for assigned trades work in a safe and effective manner.
• Operate a motor vehicle safely.
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**Ability to:**
- Isolate malfunctions and to locate and correct electronic/electrical and mechanical defects in electronic and electro mechanical equipment.
- Use precision tools and electronic testing and measuring equipment in diagnosing and repairing malfunction of electronic/mechanical equipment.
- Read and understand blueprints, schematic diagrams, wiring diagrams, specifications, layouts and complex technical manuals.
- Use power tools and shop equipment for fabrication and construction work necessary for installation of electronic equipment.
- Support and assist related trades and be able to work for more than one supervisor.
- Perform a full range of skilled electronic and electro mechanical maintenance and repair duties under minimal supervision.
- Interpret and apply the policies, procedures, laws, codes and regulations pertaining to assigned programs and functions.
- Maintain and repair building systems.
- Evaluate new products and recommend usage.
- Estimate time, materials and equipment required for assigned jobs.
- Plan and organize work to meet schedules and deadlines.
- Prepare and maintain accurate and complete records.
- Understand and follow oral and written instructions and work independently and efficiently with little supervision.
- Operate a computer as required by current and future technologies.
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work and operate as a team member.

**Experience and Training Guidelines:**
Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain knowledge, skills and abilities would be:

**Experience:**
- Four years of journey-level technical electronics experience, such as repair and maintenance of clocks, intercom, bell and digital telephone systems.
- Must be at least 21 years of age.

**Training:**
- Completion of school, apprenticeship program or formal course work related to telephone, clock, intercom and bell systems.
- Completion of basic fire and intrusion alarm school or apprenticeship program.
- Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

**License or Certificate:**
- Possess an appropriate, valid driver's license.
- Obtain and maintain 16-hour asbestos training certificate.
- Possession of certification to inspect fire panels as specified under National Fire Protections Agency 72 requirements by the beginning of the 5th month of probationary period

**Special Requirements:**
Essential duties require the following physical skills and work environment:
- Willingness to respond to emergency calls at night or on weekends.
- Occasional or frequent standing, walking, sitting, and reaching for extended periods of time.
- Ability to sit at a desk, conference table, or in meeting rooms of various configurations for extended periods of time.
- Facility to see and read, with or without vision aids, a computer screen and printed matter, and to distinguish colors.
- Sufficient hearing to understand speech at normal room levels, and to hear and understand speech on the telephone.
- Manual dexterity to operate a telephone and enter data into a computer using both hands.
- Ability to speak in an understandable voice with sufficient volume to be heard in normal conversation, on the telephone, and addressing groups.
- Exposure to cold, heat, wet, humidity, or windy conditions caused by weather may occasionally be experienced.
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- Ability to work in a standard office environment.
- Persons performing service in this position classification will exert 25 – 50 pounds of force frequently to lift, carry, push, pull or otherwise move objects and will require ascending and descending ladders, stairs, scaffolding and ramps.

PC February 2006, June 2012, July 2014