

TELECOMMUNICATIONS SPECIALIST I**DEFINITION**

Under direction of MOC Manager and in collaboration with Technology Services, manage, service, repair, design, install and maintain District-owned telephone systems, communication systems, CATV, LAN infrastructure, fiber optic backbone, fire and intrusion alarm systems, electronic systems, and audio visual equipment and systems to do related work as required.

EXAMPLES OF DUTIES

Manage service, repair, install, troubleshoot, and maintain the District-owned telephony equipment, Networking infrastructure, and intercom systems (including cabling, paging, master clocks, bell systems, and surveillance systems), the Local Area Network infrastructure, cable television systems, and fire alarm systems, intrusion alarm systems, sound systems, projector systems, audio/visual equipment; maintain a current knowledge of telecommunications technology in the design and redesign of telecommunications infrastructure (voice, data, and video) in order to keep the District telephone network up to current standards; interpret technical manuals to perform repairs; diagnose system status; use appropriate software to manage and troubleshoot necessary systems; complete MAC orders; evaluate existing systems and develop specifications for expansion or upgrade; troubleshoot by testing with instruments to determine source of problems; maintain service records including material and costs; use test equipment; maintain an inventory of parts and supplies; process work orders; may direct the work of maintenance assistants; may use forklift if OSHA training is current; and maintain clean and safe work and shop areas.

QUALIFICATIONS**Knowledge of**

Voice Over IP telephony equipment; MAC orders; singlelines, multilines, speakerphones, and automated voice processing; fire alarm and intrusion alarm systems; trunks for voice and data, tie lines, power supplies; advanced computerized systems, LAN networks, fiber optic cabling, CATV, intrusion alarm cabling/programming, paging systems, master clocks, bell systems, and network based video surveillance systems.

Ability to

Diagnose defects in telephone equipment, advanced voice, video, and data systems, and audio visual equipment and make skillful repairs; operate various tools, instruments and equipment used in the testing and repair of all of the above; read and work from blueprints, technical drawings, plans, diagrams and technical manuals; install telephone equipment; diagnose problems on trunk and SIP lines; read schematic and wiring diagrams; keep records and prepare reports; accurately estimate time and material costs; skillfully use and care for departmental tools and equipment; use computers to manage telecommunications systems; distinguish color and have visual depth perception; obtain Installers Certification for Fiber Optic Installation, Termination and Performance and Installers Certification for Category 6 cabling, or current, Installation, Termination and Performance; understand and carry out oral and written instructions; and establish and maintain cooperative working relationships.

Experience

Three years of increasingly responsible experience in the installation, maintenance, and repair in one or more of the following: communications, intrusion/fire alarm, telephony, and/or audio visual equipment.

Education

Equivalent to the completion of the twelfth grade, specialized course training in telephone systems, communication systems surveillance systems, fire/intrusion alarm systems, and/or audio visual systems preferred.

Physical Performance Requirements

Frequent heavy lifting and maneuvering of up to 50 to 60 pounds with occasional lifting and maneuvering of up to 100 pounds with or without assistance. Frequent walking. Lifting is often combined with twisting, bending, stooping, climbing, crawling, squatting, reaching and grasping. May work on irregular surfaces, in confined spaces, or at heights above the ground.

Licenses Required

Possession of a valid and appropriate California Driver's License.

Licenses Desired

California Alarm Installers License.
Installers Certification from NFPA for Installation, Termination and Performance.
Installers Certification for Fiber Optic Installation, Termination and Performance.
Installers Certification for Category 6, or current, Installation, Termination and Performance.

Board Approved: October 28, 1982

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