

# KYRENE SCHOOL DISTRICT, ARIZONA

## CLASS SPECIFICATION

### CLASS TITLE: **Communications Specialist**

<b>BAND</b>	<b>GRADE</b>	<b>SUBGRADE</b>
<b>B</b>	<b>2</b>	<b>3</b>
<b>DEPARTMENT:</b> Facility Services	<b>ACCOUNTABLE TO:</b> Director	<b>FLSA STATUS:</b> Non-exempt
<b>CLASS SUMMARY:</b> Incumbents are responsible for installing, repairing and maintaining intercom and P.A. systems, telephone systems, sound systems, audio/visual systems, security and alarm systems and fire protection systems. Duties include: troubleshooting and repairing telecommunication systems, audio/visual systems, intercom systems, security alarm systems, and fire protection systems; training District staff on how to operate these special systems; examining plans for new systems; purchasing and installing new or additions to systems; and, upgrading and improving special systems.		
<b>DISTINGUISHING CHARACTERISTICS:</b> The Communications Specialist is a stand alone classification which is distinguished from other classes by its responsibilities for telecommunication and security systems.		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY	BAND/ GRADE
1.	Troubleshoots and repairs telecommunications systems, audio/visual system, intercom systems, security alarm systems, and fire protection systems.	Daily	B2
2.	Trains District staff on how to operate or repair telecommunications systems, audio/visual system, intercom systems, security alarm systems, and fire protection systems.	Daily	B2
3.	Upgrades and improves communications systems by determining what the best solution is in order to better serve the users.	Daily	B2
4.	Examines plans for new systems and makes changes as necessary by determining what the special systems need, how to best lay out the site, and what changes are needed.	Weekly	B2

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DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY	BAND/ GRADE
5.	Purchases and installs new special systems or additions to existing systems by determining what type of systems are needed, where to get the systems, and how to install the systems.	Weekly	B2
6.	Performs other duties of a similar nature or level.	As Required	N/B

<p><b>Knowledge</b> (position requirements at entry):</p> <p>Knowledge of:</p> <ul style="list-style-type: none"> <li>• Telephone, audiovisual, security, intercom, and fire alarm systems;</li> <li>• Basic electronics.</li> </ul>
<p><b>Skills</b> (position requirements at entry):</p> <p>Skill in:</p> <ul style="list-style-type: none"> <li>• Operating hand tools and power tools;</li> <li>• Performing fine tuning and using diagnostic equipment;</li> <li>• Using computers and related software applications;</li> <li>• Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.</li> </ul>
<p><b>Training and Experience</b> (position requirements at entry):</p> <p>An Associate's Degree in Electronics or completion of course work related to the above stated systems and three years experience in troubleshooting telecommunications or security and fire alarms systems, or any combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.</p>
<p><b>Licensing Requirements</b> (position requirements at entry):</p> <p>None required.</p>

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**Physical Requirements:**

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, lifting, fingering, grasping, feeling, talking, hearing, and seeing.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

**Classification History:**

Draft prepared by Fox Lawson and Associates LLC (kw)

Date: 3/98