

KYRENE SCHOOL DISTRICT, ARIZONA

CLASS SPECIFICATION

CLASS TITLE: **Communications Technician**

BAND	GRADE	SUBGRADE
A	1	3
DEPARTMENT: Facility Services	ACCOUNTABLE TO: Director	FLSA STATUS: Non-exempt
CLASS SUMMARY: Incumbents are responsible for assisting in the installation, repair and maintainance of intercom and P.A. systems, telephone systems, sound systems, audio/visual systems, security and alarm systems and fire protection systems. Duties include: assisting in 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; and assisting in the upgrading and improving of special systems.		
DISTINGUISHING CHARACTERISTICS: The Communications Technician is a stand alone classification which is distinguished from other classes by its responsibilities for assisting in the telecommunication and security systems.		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY	BAND/ GRADE
1.	Assists in the troubleshooting and repairs of telecommunications systems, audio/visual systems, intercom systems, security alarm systems, and fire protection systems.	Daily	A1
2.	Assists in training District staff on how to operate or repair telecommunications systems, audio/visual systems, intercom systems, security alarm systems, and fire protection systems.	Daily	A1
3.	Assists with installation of data lines for computer terminals.	Daily	A1
4.	Assists with installation of systems during new construction/remodeling.	Weekly	A1

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DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY	BAND/ GRADE
5.	Investigates and recommends areas where breakdowns may occur or where general improvement is needed.	Weekly	A1
6.	Performs other duties of a similar nature or level.	As Required	N/B

<p>Knowledge (position requirements at entry): Knowledge of:</p> <ul style="list-style-type: none"> • Telephone, audiovisual, security, intercom, and fire alarm systems; • Basic electronics.
<p>Skills (position requirements at entry): Skill in:</p> <ul style="list-style-type: none"> • Operating hand tools and power tools; • Basic knowledge in electrical/electronics work; • Using computers and related software applications; • 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.
<p>Training and Experience (position requirements at entry): High School Diploma or General Equivalency Diploma (GED); or any combination of experience and education sufficient to successfully perform the essential duties of the job such as those listed above.</p>
<p>Licensing Requirements (position requirements at entry): 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:

Prepared by Human Resources

Date: 4/99