

SEMINOLE COUNTY PUBLIC SCHOOLS

Job Description

MAINTENANCE MECHANIC, Communications Systems

QUALIFICATIONS

- High School Diploma or equivalence or Florida Special Diploma.
- Five years of verifiable experience in communications systems, alarms, ITV and equipment or three (3) years of verifiable experience accompanied with an approved vocational certification.
- Florida class "D" or "E" driver's license required upon start date.
- Ability to perform the essential physical job functions/responsibilities of this position.
- Ability to read and comprehend construction systems drawings and details.
- Knowledge of technology as related to specific job functions

REPORTS TO Division Supervisor

SUPERVISES No supervisory duties

POSITION GOAL

To ensure the District's intercommunications, security, ITV and low voltage communication systems operate and are maintained in a manner as District needs demand with minimal service disruption.

PERFORMANCE RESPONSIBILITIES

1. * Inspect, diagnose and repair inoperative intercom, security ITV and low voltage communications equipment and wiring.
2. * Install and configure intercom, security and low voltage communications equipment and wiring.
3. * Program and assist the user in programming/operating intercom and ITV systems, bell tones and security systems.
4. * Coordinate and install interface equipment and wiring between intercom and telephone systems.
5. * Maintain knowledge of NEC Article 800 for installing System Communications circuits.
6. * Accurately and promptly document labor hours and materials expended on assigned tasks
7. * Perform conduit bending, above and below ground conduit installations.
8. * Oversee and ensure the proper completion of work when performed and assisted by assigned Helpers and/or Laborers.
9. * Assist in estimating and planning maintenance and construction communications systems projects.
10. * Able to safely operate and work from ladders, scaffolding, platforms and personnel lifts.
11. * Assist in the design and specification of low voltage communication systems and equipment, and verifying work performed under purchase order contracts.
12. * Identify and report to Supervisor repair needs and safety discrepancies when observed at facilities.
13. * Maintain accountability and inventory for assigned tools and equipment.
14. Perform other duties as assigned by the Division Supervisor.

**Denotes essential job function/ADA*

TERMS OF EMPLOYMENT

PAY GRADE

District Salary Schedule
D-06 \$34,401 - \$61,091
 M-12 D-258 H-2064

POSITION CODES

PeopleSoft Position **Multiple**
 Personnel Category **18**
 EEO-5 Line **53**

ADA CODES

2 **Heavy Work**
 3 **B through V**
 4 **C, E through K**

BOARD APPROVED

April 8, 1997