

SEMINOLE COUNTY PUBLIC SCHOOLS

Job Description

FIELD TECHNICIAN, Communications

QUALIFICATIONS

- High School Diploma or the equivalence or Florida Special Diploma.
- Five (5) years experience in electronic key systems and PBX systems.
- Proficiency in the use of computer applications related to departmental functions.

REPORTS TO Supervisor of Information Services

SUPERVISES No supervisory duties

POSITION GOAL

To provide support for District communications hardware and facilities.

PERFORMANCE RESPONSIBILITIES

1. * Establish parts inventory and initiate supply requests.
2. * Act as liaison for district with vendor installers and field engineers.
3. * Change station configuration of phone systems to meet the needs of the schools.
4. * Perform general diagnostics on school-based systems consisting of basic feature problems with phones, voice mailboxes.
5. * Prepare and ship parts out for warranty repair or replacement.
6. * Receive parts ordered and mark for use or inventory.
7. * Configure software for individual facility communications needs.
8. * Install hardware for voice and data systems.
9. * Remove old systems and reinstall where District needs apply.
10. * Install peripheral equipment and interface with existing equipment.
11. * Provide QA / QC input on new and existing communications facilities and projects
12. Perform other duties as assigned by the Supervisor of Information Services.

**Denotes essential job function/ADA*

TERMS OF EMPLOYMENT

PAY GRADE

District Salary Schedule
D-08 \$38,815 - \$68,931
M-12 D-258 H-2064

POSITION CODES

PeopleSoft Position **TBA**
Personnel Category **15**
EEO-5 Line **50**

Function **Vary**
Survey Code **79032**
Job Code **1986**

ADA CODES

2 **Light Work**
3 **A through V**
4 **A through I**

BOARD APPROVED

August 12, 1997