

PUTNAM COUNTY SCHOOL DISTRICT

Job Description

Job Title: Communications Technician **Job Code:** 79032
Job Classification: 15 Technicians **EEO Line:** 50
Job Class Category: F Education Support Personnel **Job Description Supplement Code:** 8
Reports to: Director, Purchasing **Salary Locator:** Classified Schedule

SUMMARY:

Provide support in maintaining, modifying and improving the technical requirements for an efficient and effective communications system.

QUALIFICATIONS:

- 1) High School Diploma or equivalent
- 2) Valid Florida Driver's License and acceptable driving record
- 3) Experience in construction is desired
- 4) Must be familiar with types of CCTV Equipment used by the District, and computer literate
- 5) Satisfactory criminal background check

*Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

KNOWLEDGE, SKILLS, COMPETENCIES AND ABILITIES: To perform the job successfully, an individual should demonstrate the competencies:

- (1) Ability to read and interpret documents such as policies and procedure manuals. Follow directions and apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
- (2) To perform this job successfully, an individual should have knowledge of current Human Resources leave system and Skyward inventory system (if applicable).
- (3) Skill in all types of electrical systems and communication systems
- (4) Knowledge of electrical, communications, 6A-2 safety and ADA codes
- (5) Ability to read, comprehend and complete instructions utilizing blueprints
- (6) Ability to analyze data
- (7) Ability to effectively use problem-solving skills
- (8) Skills in effective oral and written communications
- (9) Ability to exercise independent judgment
- (10) Ability to efficiently and effectively manage multiple tasks in stressful situations

PERFORMANCE RESPONSIBILITIES:

- (1) Serve as a role model for students, dressing and grooming professionally, demonstrating the importance and relevance of learning, accepting responsibility, and demonstrating pride in your position.
- (2) Maintain positive, cooperative, and mutually supportive relationships with the administration, instructional staff, students, parents, and representatives of resource agencies within the community.
- (3) Assist in the planning, implementation and evaluation of any new construction or renovations as related to CCTV systems
- (4) Maintain, update and repair close circuit camera systems
- (5) Assist in the compilation of research information for bid preparation
- (6) Maintain, repair, install and service the districts closed circuit camera systems
- (7) Assist in the review and analysis of bids
- (8) Assist the scheduling of construction and renovation projects
- (9) Assist in the process of cost estimating for construction project
- (10) Work with the selection of architectural/engineering firms and outside contractors for designing and construction work and coordinate the design and construction of projects
- (11) Assist and monitor construction/renovation projects undertaken by district personnel
- (12) Assist or perform inspections and reports on all construction/renovation projects and when applicable, inspects for compliance with state codes from project design through all phases of construction and prepares required code compliance reports, as directed.
- (13) Direct and inspect improvement and renovation work performed by outside contractors and verify that the terms of all such contracts have been fulfilled before recommending final payment.
- (14) Prepare required reports and maintain appropriate records

- (15) Perform assigned tasks in a timely and efficient manner
- (16) Perform assigned tasks with a high standard of quality
- (17) Continue to grow professionally through collaboration with colleagues and professional growth experiences.
- (18) Assist other tradesmen or perform other essential duties in conjunction with other trades.
- (19) Perform assigned tasks in a timely and efficient manner
- (20) Perform all other non-instructional duties as assigned by the Director of Purchasing.

PHYSICAL REQUIREMENTS:

Medium-Heavy Work: Frequent lifting and carrying of objects weighing 35 pounds or less; infrequent lifting and carrying of objects weighing 35 – 70 pounds; continuous walking and/or standing is required to carry out duties; infrequent walking at fast pace and/or running may be required.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the PCSD Board's policy on evaluation of personnel.

BOARD APPROVAL:

June 2005
Amended: May 20, 2014