

SIERRA SANDS UNIFIED SCHOOL DISTRICT

Job Description – Classified

~~Telecommunications~~/Automated Systems Specialist

SUPERVISED BY: Supervisor, ~~Maintenance & Operations~~ Director of Technology

BRIEF DESCRIPTION OF THE POSITION:

Under general supervision, implements and maintains district's fire and intrusion alarm systems, video surveillance system radio network, and telecommunications systems; assists with ~~operation of installation and maintenance of district's Audio Visual systems~~, personal computers and printers as stand-alone units as requested; does related work as required.

MAJOR DUTIES AND RESPONSIBILITIES:

- ~~— Responsible for the installation and maintenance of the telecommunications systems (i.e., telephones, PBX, Centrex, intercoms, etc.) and related infrastructure wiring.~~
- ~~— Maintain computer-based fire alarm systems and intrusion detection alarm systems. Make recommendations for the replacement of obsolete and/or non-compliant systems.~~
- Maintain VoIP phone, bell and clock systems at the schools. ~~Make recommendations for the replacement of obsolete systems.~~
- Is familiar with state fire codes. Implement fire code changes as necessary.
- ~~-~~ Maintain radio network (i.e., hand-held, mobile, base stations, wireless radios, etc.).
- ~~-~~ Maintain district and school site Video Surveillance systems.
- ~~-~~ Assist with installation/maintenance of classroom Audio Visual systems and infrastructure.
- Assist with installation/maintenance of desktop computers, printers, scanners and other peripherals, as needed.
- Develops and submits annual FCC funded E-Rate application.
- ~~-~~ Perform other related duties and responsibilities as directed by supervisor.
- ~~-~~ Be available to respond to fire and intrusion alarm calls after hours.

LICENSE OR CERTIFICATE REQUIRED:

Possession of an appropriate California operator's license.

REQUIRED QUALIFICATIONS:

Knowledge of:

Tools, materials, methods, terminology associated with automated systems maintenance and operation.

Ability to:

- Apply the principles, methods, materials and equipment used in technology.
- ~~-~~ Work from sketches, drawings, and blueprints.
- _____

- **Automated Systems Specialist**

- **REQUIRED QUALIFICATIONS (continued):**

- Ability to (continued):

- Keep records.
- Follow written and oral directions.
- Use trade tools in a safe and skilled manner.
- Lead and direct contract vendors.
- Successfully complete manufacturer's or other maintenance training programs for district telephone and fire systems, as soon as training can be scheduled.
- Perform manual labor, as necessary, relative to maintenance of above mentioned systems.
- Respond to after hour calls
- Lift 50 lbs. on a routine basis

Education:

- High school graduate or equivalent.
- ~~Radionics Model 9124 alarm system training and certification.~~
- ~~Nortel ICS (4.0 or higher) and Nortel voicemail (4.0 or higher) training certification.~~

Experience:

- Strong working knowledge of computer and peripheral configuration and connections.
- Previous experience installing and maintaining Fire Alarm and Intrusion Alarm systems preferred.
- Two years of experience in electronics, or related field preferred.
- ~~At least one year's experience maintaining telecommunications systems (as described in #1) preferred.~~

LIST MACHINES, EQUIPMENT, OFFICE APPLIANCES, OR MOTOR VEHICLES EMPLOYEE IS REQUIRED TO USE IN THE PERFORMANCE OF THE JOB. INDICATE WHETHER USE IS OCCASIONAL, FREQUENT, OR CONSTANT.

- Power saw and drills (O)
- Motor vehicle, van, or pickup truck (C)
- Computers (F)