



BERKELEY UNIFIED SCHOOL DISTRICT
Human Resources Department

**CLASSIFICATION AND
 POSITION DESCRIPTION**

TITLE:	Telecommunications/ Electronics Specialist	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	Maintenance Department	CLASSIFICATION:	Non-Administrative Classified Technical
FAIR LABOR STANDARDS ACT CLASSIFICATION:	Non-Exempt	WORK YEAR: HOURS:	12 months/Calendar 2000 7.5 hours per day or duty days/hours as assigned
APPROVED: Board Commission	June 29, 2016 July 15, 2016	SALARY GRADE:	Schedule: 57 Range: 57

BASIC FUNCTION:

Under direction of an assigned supervisor, perform a variety of technical duties in the installation, maintenance and repair of telephone systems, voicemail systems and related equipment; perform skilled electronics work in the installation, maintenance and repair of electronic devices, intrusion systems, telecommunication systems, intercom systems, clock systems, CCTV and other electronic systems and equipment

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Perform a variety of technical duties in the installation, maintenance and repair of telephone systems, voicemail systems and related equipment; program and maintain telephones, voice mail boxes, dialing plans and system features
- Inspect, repair, install, test, maintain and replace a variety of electronic devices, equipment and systems such as conduit, cabling, wiring and intrusion, communication, intercom, clock systems and CCTV; assure compliance with building codes applicable to electronics
- Troubleshoot and diagnose electrical malfunctions; make appropriate repairs to electronic assemblies, devices and equipment; trace out wiring, perform diagnostic tests on system components and replace defective wires and parts
- Inspect and troubleshoot telephone systems, cabling and related devices and equipment; diagnose and repair malfunctions and failures; test voice network to assure proper operation; make related repairs and adjustments; maintain voice mail and system user data base; perform back-ups
- Install, maintain, repair and expand telephone network infrastructure including cabling, connectors and terminations; add and relocate new or existing telephone systems; relocate existing telephone lines as needed
- Operate a variety of tools and electronic testing equipment such as drills, wrenches, cable locators, frequency counters, volt meters, soldering irons, oscilloscopes, multi-meters, power analyzers, digital probes and signal generators; operate a computer and assigned software; drive a vehicle to conduct work

- Plan, organize and lay out assigned tasks; interpret electrical plans, diagrams, blue prints, sketches and specifications; work from verbal and written instructions and work orders
- Estimate labor, material and equipment needed for assigned projects; monitor inventory levels of materials and equipment; order, receive and maintain inventory of materials and equipment as needed
- Perform routine and preventive maintenance on electronic systems, parts and circuitry; set up and program communications and other specialized electronic systems
- Research electronic devices, equipment and systems to provide recommendations concerning system replacements, modifications, additions and related purchases
- Communicate with personnel and various outside agencies to exchange information and resolve issues or concerns
- Maintain various records related to work orders and assigned activities
- Maintain shop and work areas in a safe, clean and orderly condition

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, materials, tools, testing devices and equipment used in the electronics trade

Methods, materials and equipment used in the installation, maintenance and repair of telecommunications equipment and related systems

Telecommunications terminology

Standard practices of telephone repair

Design, construction, installation, repair and maintenance of electronic devices and systems

Electronic and electrical theory and practices

Building codes related to the electronics

Shop math and measures applicable to the electronics trade

Proper methods of storing parts, supplies and equipment

Record-keeping techniques

Appropriate safety precautions and procedures

Oral and written communication skills

Technical aspects of field of specialty

Proper lifting techniques

ABILITY TO:

Perform skilled electronics work in the installation, maintenance and repair of a variety of telecommunication, electronic devices, systems and equipment

Perform a variety of technical duties in the installation, maintenance and repair of telephone systems, voicemail systems and related equipment

Troubleshoot and diagnose malfunctions and failures

Expand telephone networks and related systems

Operate tools, equipment and materials of the electronics trade

- Perform accurate electronic measurements
- Plan and lay out electronics work
- Troubleshoot and diagnose electronic device, system and equipment malfunctions
- Read and work from plans, blue prints, sketches, specifications and diagrams of electronics
- Perform routine preventive maintenance on electronic systems, parts and circuitry
- Communicate effectively both orally and in writing
- Work cooperatively with others
- Meet schedules and time lines
- Observe health and safety regulations and procedures
- Understand and follow oral and written instructions
- Work independently with little direction
- Maintain various records related to work performed

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by completion of an approved apprenticeship program in electronics or closely related field and three years experience in the maintenance, repair and installation of telecommunication systems and equipment of a large, multi-site telephone system with multiple end-user departments

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license

WORKING CONDITIONS:

ENVIRONMENT:

- Indoor and outdoor work environment
- Driving a vehicle to conduct work

PHYSICAL DEMANDS:

- Dexterity of hands and fingers to operate tools and machines utilized in the electronics trade
- Lifting, carrying, pushing or pulling objects typically weighing up to 50 and occasionally up to 100 pounds with assistance
- Hearing and speaking to exchange information
- Seeing to perform electronics repair and maintenance work
- Bending at the waist, kneeling or crouching to install equipment or make repairs
- Reaching overhead, above the shoulders and horizontally
- Sitting or standing for extended periods of time
- Climbing ladders and working from heights