



## MAINTENANCE TECHNICIAN V-COMMUNICATION

### DEFINITION:

Under the supervision of the assigned supervisor, performs maintenance and repair work on a variety of electrical and electronic equipment to include, but not be limited to, clock, bell and fire alarm systems, LCD projectors, intercom, paging, phone, data, public address, voice over IP, electrical, intrusion, surveillance, security and television systems. Act as district liaison to help oversee, inspect and coordinate all contracted work relating to the Communication Department.

### DISTINGUISHING CHARACTERISTICS:

The Maintenance Technician V has a higher degree of journey level skills than entry level positions in the series and incumbents have five years of journey-level experience. The Maintenance Technician III-classification is an entry-level position in the Maintenance Technician series. Incumbents work independently and perform a variety of duties. Incumbents have at least two years general maintenance experience. The Maintenance Technician IV is an intermediate journey-level classification in the Maintenance Technician series. Incumbents have completed an approved apprenticeship program in a specific trade. Incumbents are expected to have four years of journey-level experience. The Maintenance Technician VI classification serves as the senior technician who can oversee special projects. Incumbents may serve as the backup Foreman and typically have six years of journey-level experience in a specific trade and/or have completed an approved apprenticeship program in a specific trade.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Assists in coordinating, inspecting, scheduling all repair and contracted work relating to the Audio-Visual/Communication/Security Department.
- Performs skilled and semi-skilled journey-level Audio-Visual/Communication/Security work on assigned District facilities and equipment; installs, repairs and maintains various types of equipment and systems.
- Prepares and maintains records and reports related to assigned activities including records of repairs and services Audio-Visual/Communications/Security related systems.
- Assists with making various signs throughout the District related to assigned activities or as required.
- Operates a variety of equipment related to assigned activities including various hand and power tools, a computer and assigned software; maintains equipment in clean and working condition; maintains inventory of materials needed to perform related tasks.
- Assists in scheduling and ensuring quality control of related work performed.
- Provides assistance as required in a variety of maintenance work throughout the District involving heavy manual labor and semi-skilled and skilled tasks as assigned by the position.
- Communicates with personnel and various outside agencies to exchange information, coordinate activities and resolve issues or concerns.
- Assists in review of new construction and site improvement plans and drawings, offer recommendations and specifications on all trade related systems.
- Maintains records and requisitions material.
- Maintains tools and test equipment used in connection with duties.
- Maintains work site in a clean and orderly condition, protects occupants from work site hazards.
- Provides direct labor as required in the event of emergency situations.
- May be called upon to assist in the performance of other non-related tasks in direct support of the District or department's needs.
- Assist in the maintenance, networking and programming of access control system.

### QUALIFICATIONS GUIDE

#### Knowledge of:

- Methods, materials, and equipment used in the maintenance, repair and installations of the Audio-Visual / Communication trade.

- Electrical / electronic theory, work vocabulary, and craft skills.
- Basic arithmetic, work vocabulary and craft skills.
- Operation of a computer and assigned software.
- Job planning, estimating and scheduling.
- Building codes related to the locksmith trade.
- Operation and maintenance of tools and equipment used in the Audio-Visual / Communication/Security trade.
- Proper methods of storing equipment, materials and supplies.
- Technical aspects of the Audio-Visual / Communication/Security trade.
- Principles of providing work direction.
- Appropriate safety precautions and procedures.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication skills.
- Record-keeping techniques
- Job planning, estimating and scheduling.
- Safety procedures and practices related to the Audio-Visual / Communication/Security trade.

**Ability to:**

- Plan, layout, supervise and instruct the work of other technicians, contractors and helpers.
- Effectively lead the work of skilled and semi-skilled building trade workers.
- Determine priorities and schedule work effectively and efficiently.
- Read and interpret blueprints.
- Proficiently use hand, power tools and test equipment in the repair, maintenance and installations of the Audio-Visual / Communication/Security
- Lift heavy items.
- Understand and carry out and give written and oral instructions.
- Order and specify all material and equipment.
- Work independently to complete assigned tasks.
- Keep basic work records and provide simple reports.
- Perform heavy manual labor; work safely at heights and within confined spaces.
- Establish and maintain cooperative relationships with those contacted during course of work.

**EDUCATION/EXPERIENCE:**

Any combination equivalent to: graduation from high school supplemented by completion of five years of journey-level experience in the repair, maintenance and installation of trade related systems, or experience in positions having supervisory responsibility experience in the Audio-Visual / Communication trade.

**LICENSES AND OTHER REQUIREMENTS:**

- California Class C Driver's license.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate specialized equipment and tools.
- Hearing and speaking to exchange information.
- Seeing close, distance, color, peripheral, and depth perception with the ability to focus to read and perform communication systems maintenance functions.
- Reaching overhead, above the shoulders and horizontally.
- Regularly lift and/or move up to 50 pounds; lifting, carrying, pushing or pulling heavy objects up 100 pounds with assistance.
- Bending at the waist, kneeling or crouching.
- Sitting or standing for extended periods of time.

**WORK ENVIRONMENT:**

Maintenance Shop Environment. In outside working condition, exposure to heat, cold, wind and rain. The work environment characteristics described here are representative of those an employee encounters while

performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually loud. Hazards at work include:

- Working around and with machinery having moving parts.
- Regular exposure to fumes, dust, dirt, oil/grease.
- Occasional exposure to fumes or airborne particles, toxic or caustic chemicals.
- Risk of electrical shock.

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