



The School Board of Polk County

<http://www.polk-fl.net>

Job Description

Position Title: Telecommunications Technician

FLSA Status: Non-Exempt

Salary Grade, if non-union:

Pay Grade, if union: AFSCME Cust/Maint/Veh Svcs

Non-Union or Specific Collective Bargaining Agreement: AFSCME Maintenance Union

Our Mission:

The mission of Polk County Public Schools is to provide a high quality education for all students.

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The duties are intended to describe the nature and level of work being performed by the employee assigned to the position. This job description is not meant to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. Other duties may be assigned which are not listed. Additionally, when duties and responsibilities of this job change, this job description will be reviewed and updated, subject to changes and business necessity.

Custom Job Purpose:

This position exists to perform responsible, technical, and professional work in planning, layout, and installation of telecommunications wiring.

Essential Functions of this Job

Supervises, plans and coordinates, the installation, troubleshooting, and repairs for all types of telecommunications wiring and associated connective peripherals. Develops estimates of materials and labor to successfully complete assigned projects. Works directly with the telecommunications specialist to perform installations and changes to existing telecommunications wiring.

Non-Essential Functions of this Job

Performs other duties as assigned.

Knowledge, Skills and Abilities:

Extensive knowledge of the standard practices, methods, tools, and materials used in telecommunications field wiring installations. Knowledge of local and national electrical codes pertaining to telecommunications. The ability to trace, isolate, and repair wiring defects in a timely and safe manner. The ability to understand and properly carry out verbal and written commands. Capable of working from, interpreting and following blueprints. Possess the ability to develop accurate estimates of time and materials for assigned projects. Working knowledge of computer networks and their topologies along with computer connectivity and associated software. The ability to develop and maintain simple CAD drawings of modified or installed wiring. Possess or acquire within two weeks of hire a valid Florida driver's license. Bilingual/biliterate preferred.

Position Title: Telecommunications Technician

Education, Experience and/or Certification/License Requirements

Graduation from an accredited high school, GED equivalent, or approved trade school. Two years experience in the telecommunications field, and Associates Degree in electronics or associated field preferred.

Work Context:

Requires standing, walking and moving about to coordinate work. Requires face-to-face discussions and contact with individuals and/or teams. Requires coordination of work tasks to establish priorities, set goals and meet deadlines. Requires work with both internal and external contacts, and with the public. Requires the use of alternative communication systems such as electronic mail, telephones and computers. Requires travel to school locations and work sites within the district.

Physical Environment:

Requires working both indoors and outdoors. Requires sitting for the majority of the day, and the ability to lift, carry, move and/or position objects frequently weighing up to 20 pounds and infrequently between 20 and 50 pounds. Requires travel to schools and worksites within the district.

Local Code: 1922
EEO5: 50
Approval Date: 2012-11-13
Date Last Revised:

The School Board of Polk County, Florida, prohibits any and all forms of discrimination and harassment based on race, color, sex, religion, national origin, marital status, age, homelessness, or disability or other basis prohibited by law in any of its programs, services, activities or employment.