



## Littleton Elementary School District Position Description

**TITLE: Low Voltage Technician**

**CLASSIFICATION: Non-Exempt**

**GENERAL STATEMENT OF RESPONSIBILITIES:** This position requires an individual to perform a variety of skilled tasks in the maintenance trades for the repair and improvement of special systems i.e., security systems, intercommunication systems, clock/bell systems, fire alarm systems, card access and Close Circuit Video.

**PRINCIPAL DUTIES: (essential functions)**

- Work with mathematical concepts such as probability and statistical inference
- Apply concepts such as fractions, percentages, ratios, and proportions to practical situations
- Read blueprints and schematic drawings
- Operate and repair all kinds of clock/bell systems, intercoms and security systems
- Installs, services and repairs analog video systems and equipment
- Installs, repairs, programs, and tests head-end equipment and systems
- Installs and test cabling to audiovisual systems
- Installs, services and repairs sound reinforcement, fire alarm and security equipment and systems
- Uses, services, repairs and installs a variety of equipment such as: modulators, processors, combiners, distribution, amplifiers, splitters, trunk line splinters and sub-channel monitors
- Updates and maintains blueprints, schematics, and project documentation to incorporate changes
- Effectively utilizes district technologies appropriate to the position and assumes responsibility for attending district training needed to successfully perform designated responsibilities as directed by supervisor
- Recommends changes in circuitry or installation specifications to simplify assembly and maintenance
- Conducts functional, operational, environmental and life tests to evaluate performance and reliability of installed/electronic systems
- Analyzes and interprets test data
- Adjusts, calibrates, aligns, and modifies circuitry and components and records effects on unit performance
- Writes reports and develops charts, graphs and schematics to describe and illustrate systems operating characteristics, malfunctions, and deviations from design specifications
- Interpret a variety of instructions furnished in written, oral, diagram, or schedule form
- Checks out newly installed equipment in structures to evaluate system performance under actual operating conditions
- Maintains an inventory system of parts and components necessary for servicing equipment and re-orders parts.
- Sets clocks and bells when school power has been interrupted. Replaces stem clocks as needed
- Visits dealers to examine products and check prices
- Consults on technical matters; i.e., location and placement of phone jacks, intercoms, etc.
- Performs preventive maintenance and repair tasks
- Must be available for rotational on-call emergency response duties
- Performs other duties as assigned

**KNOWLEDGE AND SKILLS REQUIRED:**

- Knowledge of District policies and procedures
- Knowledge of tools and equipment used in building and grounds maintenance
- Knowledge of Federal and state safety rules and regulations
- Knowledge of occupational hazards and safety precautions
- Skill in working independently to complete daily activities according to work schedule
- Skill in operating and maintaining tools and equipment in a safe and effective manner
- Skill in maintaining accurate repair and maintenance records
- Skill in following and maintaining safety standards
- Skill in interpreting and applying verbal and written instructions and procedures
- Skill in establishing and maintaining effective relationships with co-workers and others

**PHYSICAL REQUIREMENTS:** Work is performed indoors and in outdoor environments. The employee is frequently required to stoop, reach, stand, walk, lift, pull, push, grasp, talk, hear, see and use repetitive motions. The employee may frequently lift and/or move up to 70 pounds of materials, etc. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus.

**MINIMUM QUALIFICATIONS:** High school diploma or GED equivalent AND two years of technical school or equivalent. Must be able to obtain certifications related to position.

**REQUIRED LICENSE/CERTIFICATION:** Valid State of Arizona Driver’s License is required.

**TERMS OF EMPLOYMENT:** Twelve months per year. Salary and work year to be established by the Board.

**EVALUATION:** Performance of this job will be evaluated annually in accordance with the provisions of the Board’s policy on evaluation of classified personnel.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed and Agreed to by: \_\_\_\_\_ Date: \_\_\_\_\_