

BOISE SCHOOL DISTRICT
CLASS SPECIFICATION
Facilities and Operations

GENERAL TECHNICIAN

Purpose of Class

Provides general maintenance and repair for the District's security, time clocks, data, telephone, voice mail and fire systems; performs related work as required.

Primary Function

The primary function of an employee in this position is to provide general maintenance and repair of the Districts security, data, telephone and fire systems, ensuring that all facilities are operating safely and effectively. Primary duties include installing computer/data networks; installing, programming, repairing and supporting voice communication systems; installing fire and security systems; diagnosing and repairing malfunctioning systems. This position regularly performs tasks wherever needed to maintain effective and efficient facilities and operations. Work is performed under the general supervision of the assigned shop foreman. The principal duties of this class are performed in indoor and outdoor environments, sometimes performing physically demanding and hazardous duties associated with electronic and mechanical systems, and dealing with adverse weather conditions.

Essential Duties and Responsibilities (will vary by assignment)

- Prioritizes, schedules and completes work orders;
- Maintain and repair fire and security systems including panels, detection equipment and software;
- Installs, engineers and tests computers and data networks; makes recommendations regarding upgrades; maintains backup documentation;
- Installs, programs, repairs and provides ongoing supports for voice communication systems; configures for Internet protocols;
- Installs, engineers, tests and maintains fire and security systems;
- Installs and repairs computer drops;
- Installs and repairs cable television;
- Supports engineering, maintenance and installation of data such as the food services network;
- Maintains employee timeclocks;
- Installs and repairs phone drops;
- Ensures that all District security, time clocks, data, telephone, voice mail and fire systems are in effective and efficient working order;
- Cleans smoke detector heads and bases; replaces batteries and tests operational systems and alarms;
- Studies specifications in blueprints, sketches or manuals to determine required materials and repair strategies;

- Estimates amount and kind of materials required and notifies supervisor of need for materials;
- Initiates communication with supervisor about needed repairs or status of projects;
- Performs maintenance and minor repair on tools, equipment and vehicles;
- Maintains knowledge of current telephone systems;
- Attends and actively participates in required training classes.

Other Duties and Responsibilities

- Provides back-up for auditorium technician duties;
- May be required to work other than regularly scheduled work hours;
- Performs other related duties as required.

Classification Requirements

Knowledge of:

- Current telephone system standards;
- Current data, security and fire system codes and associated requirements;
- Tools, materials and equipment essential to maintaining, repairing and supporting fire, security, time clock, voice communications and data networks;
- Occupational hazards and safety precautions associated with job duties.

Ability to:

- Comprehend and apply electronic systems requirements to all facets of work;
- Plan and complete a variety of technical tasks efficiently and effectively;
- Troubleshoot and diagnose telephonic, electronic, security and mechanical problems;
- Use a variety of hand and power tools and equipment;
- Perform cost-benefit analysis of projects, provide quality services in a cost-effective manner, and to recommend improved methods of performing the work;
- Read and interpret blueprints;
- Maintain detailed and accurate records of work performed;
- Lift, move, maneuver and operate hand and power equipment safely;
- Operate specialized equipment such as a scissor lift, CATV test equipment, satellite and fiber optic test equipment, and service vehicles;
- Assist in or prepare accurate, complete and timely reports;
- Communicate effectively both orally and in writing;
- Perform multiple tasks simultaneously, including handling interruptions;
- Work independently or as a team member;
- Follow oral and written instructions and observe District policies and procedures;
- Maintain confidentiality;
- Establish and maintain effective working relationships with District staff, students and other personnel, as well as contractors, government representatives and others associated with job duties.

Acceptable Experience and Training

- High school diploma or GED;
- Four (4) years experience in security, data, fire and phone systems with additional knowledge and experience in low voltage activities preferred; and
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform as an effective and competent General Technician.

Licenses or Certifications

- Valid Idaho Drivers' License is required;
- Valid CDL Class A is preferred;
- Low Voltage License is required;
- Ability to pass Pulmonary Function Test and obtain Respiratory Certification is required.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively in person, comprehend written and oral instructions, and hear sounds within the normal range of conversation and alarms.
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to view blueprints, bid specifications, invoices and work-related manuals; prepare reports as required; to observe facilities and structures to inspect and determine needed repairs and/or quality of completed work; to operate a motor vehicle and work-related equipment;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate all work-associated equipment, operate a vehicle, and work in confined dark spaces;
- Sufficient personal mobility, agility, strength and reflexes, with or without reasonable accommodation, which permits the employee to work in indoor and outdoor conditions, to stand or sit for long periods of time and to perform skilled technical tasks;
- Jobs in this class require performing repetitive motions in fingering and hand/wrist/arm movements and standing for four or more hours at a time. Related job tasks may require, with or without reasonable accommodation, lifting or moving up to 50 pounds frequently and up to 100 pounds occasionally, walking over uneven flooring or construction sites, working in confined spaces and dimly lit areas, climbing and standing on ladders, crawling, stooping, kneeling, bending, crouching and reaching.