



Job Description

Job Title: Electronic Signals Technician

Position Code: 5N43, EN43

Job Classification: Non-Exempt

Supervisor: Foreman, Electronic Signals

Pay Grade: 28

Contract Length: 245 Days

Job Summary

Position is responsible for performing work related to electronic signals and telephone maintenance.

Essential Duties

1. Performs installation and repairs on security, fire, evacuation and telephone systems.
2. Performs preventive maintenance for all installed equipment.
3. Electronically interfaces with alarm monitoring contractor's central station.
4. Maintains appropriate inventory needs and levels.
5. Models nondiscriminatory practices in all activities.

Other Duties

1. Performs any other related duties as assigned by the Foreman, Electronic Signals or appropriate administrator.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Completion of a standard high school or equivalent combination of experience and training. At least 5 years experience as an electronic signals technician or telephone maintenance technician working on fire, evacuation, intrusion, and voice data transmission and receiving. Comprehensive knowledge of the standard methods, materials, tools and practices associated with electronic signal processing related to intrusion, fire, evacuation, and voice data transmission. Ability to climb stairs without assistance. Proficient in computer applications and computer peripherals and programs for the alarm and telephone trade. Skilled in the use of all tools and equipment of the trade. Must be capable of securing Virginia DCJS license or possess same. Must possess a valid Virginia Driver's license.

Working Conditions and Physical Requirements

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 accommodation may be made to enable individuals with disabilities to perform essential functions.

Demonstrates ability to climb ladders and work in confined spaces above and below ground. Must have the ability to stand for extended periods of time; exhibit manual dexterity to operate equipment; see and read printed material with or without vision aids; hear and understand speech at normal levels; speak in audible tones so that others may understand clearly in person and on the telephone; ability to understand and follow oral and written instructions; physical agility to lift at least 75 pounds; to bend, stoop and reach overhead.

Work Environment

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. Duties are normally performed inside and outside. The noise level in the work environment is sometimes loud but usually moderate.

Supervision Exercised: None

Supervision Received: Foreman, Electronic Signals

This job description in no way states or implies that these are the only duties to be performed by this employee. The Electronic Signals Tech will be required to follow any other instructions and to perform any other related duties as assigned by the Foreman, Electronic Signals or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor

Date

I acknowledge that I have received and read this job description.

Employee Name (Print)

Signature

Date