

**GRANITE SCHOOL DISTRICT
CLASSIFIED EMPLOYEE JOB DESCRIPTION**

Job Title: Technology Installation & Repair Lead

Supervisor's Title: Foreman & Assistant Foreman

Date Prepared: 3/99 **Date Reviewed:** _____ **Date Reviewed:** _____

Employee/Incumbent Review _____ **Immediate Supervisor Review**

_____ **Dpt Apprvl** **GCEA Review** **HR Apprvl** **Supt.**

Apprvl _____

Job Location: Maintenance Services _____ **Lane**

_____ **Implementation Date:** _____ **ADA Review** _____

JOB SUMMARY

Supervises the installation, maintenance and repair of telephone equipment, computer equipment and associated wiring located within the district. Assists in the installation and repair of data transfer lines. Ensures that proper communications are maintained among the job site, the technician and vendors.

ESSENTIAL FUNCTIONS

- Oversees and participates in specific projects involving the installation, maintenance, repair and replacement of computers, telecommunications, peripherals and related equipment.
- Disassembles and removes equipment as needed.
- Performs all manufacturers upgrades, recalls and modifications as required.
- Assists in supervision of preventive maintenance program.
- Maintains work orders, invoices, inventories, etc. as directed by the Foreman and Assistant Foreman.
- Supervises and trains journeymen and apprentices as directed by Foreman.
- Monitors work quality and performance of assigned workers.

- Sees that journeymen and others account and care for District vehicles and assigned tools.
- Assures that journeymen and apprentices are following through on area cleanliness and safety.
- Provides trade related input for Capital Outlay and Maintenance project planning and execution.
- Contributes to the employee selection and promotion procedures including interviews.
- Maintains continuity of department in the absence of the Assistant Foreman and/or at the request of the Foreman.
- Participates in training on safety equipment and hazardous chemicals.
- Assists in maintaining appropriate quantities of parts and equipment to minimize project delays.
- As directed by the Foreman and Assistant Foreman, supervises and inspects work being performed by Technology department employees and contract service providers, assuring that work is done properly and within a reasonable time frame. Ensures safe working conditions and procedures.
- Coordinates with other trades to complete projects

NON-ESSENTIAL FUNCTIONS

Occasional other duties as assigned within skill level.

REQUIRED KNOWLEDGE, SKILLS AND ABILITY

Requires a good general knowledge and practical theory of electrical, electronic and mechanical theory. Must have a good general knowledge of a variety of electronics related test equipment and specialized tools. Must have a good working knowledge of relevant building and safety codes including pertinent aspects of OSHA, EPA, MSDS and ADA. Must be able to read and understand blue prints, schematics, appropriate manuals and electrical symbols sufficient to complete assigned tasks. Must have the ability to quickly discern between software and hardware related problems and symptoms. Must have a skill in oral and written communications and interpersonal relations. Must have applicable mathematical skills. Must be very familiar with the District Classified Negotiated agreements and Board policies that govern classified employment. Must be familiar with District procurement policies. Should have a working knowledge of district time and attendance procedures. Must be able to plan work and organize journeymen, materials and equipment for specific projects.

REQUIRED EDUCATION AND TRAINING

Must have a high school diploma or equivalent. Must have completed 1 ½ years full time equivalency of formal education as prescribed in Granite School District apprenticeship program or equal competency. Must keep abreast of changing developments in techniques in relevant fields. Must have a current and valid Utah driver's license.

REQUIRED PRIOR WORK EXPERIENCE

Must meet minimum requirements of Technician. In addition, must complete one additional year as a qualified technician with demonstrated competence.

Note: The District administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience, some exchanges can be made between training and experience.

DECISION MAKING

May consult with administrators, teachers, co-workers and patrons to assist in the timely completion of projects. Assures that each assignment has sufficient tools, materials and supplies. Assists with inventory ordering and issuing. Determines repairs and replacements of equipment as needed. Assists in hiring, promotion, retention and performance review decisions upon request from the Foreman. Prioritizes work for specific jobs assigned.

SUPERVISION

Incumbent will generally supervise a staff not to exceed 15 full time employees. On occasion this staffing will increase to accommodate temporary employees. On special projects, may supervise multiple trades. Incumbent will be responsible to monitor the progress of apprentices that are assigned to ensure that District apprenticeship and training standards are maintained. Incumbent must be able to motivate and encourage subordinates to promote a positive and productive work environment. Makes specific work assignments and monitors performance of assigned employees. Coordinates with contract service vendors and material vendors on projects.

WORKING CONDITIONS

Work is constant and demanding. May be subject to high locations, awkward positions, heat, noise, dirt, chemicals, confined spaces, and cold. Some district emergencies may require additional irregular hours. Incumbent may have occasional stress from emergencies and in meeting project deadlines. Interruptions may occur while performing work requiring accuracy and concentration.

PHYSICAL DEMANDS

There is occasional work with heavy weight material, but generally not exceeding 100 lbs.