

**GRANITE SCHOOL DISTRICT**  
**CLASSIFIED EMPLOYEE JOB DESCRIPTION**

**Job Title:** ~~Teledata Technician~~ **Telecommunications Network Engineer**

**Supervisor's Title:** ~~Technology Installation & Repair Lead~~ **Information Systems Support Center Lead Man**

**Date Prepared:** 12/2003    **Date Reviewed:** \_\_\_\_\_    **Date Reviewed:** \_\_\_\_\_

**Employee/Incumbent Review** \_\_\_\_\_    **Immediate Supervisor Review** \_\_\_\_\_

**Dpt Apprvl** \_\_\_\_\_    **GCEA Review** \_\_\_\_\_    **HR Apprvl** \_\_\_\_\_    **Supt. Apprvl** \_\_\_\_\_

**Job Location:** Information Systems Support Center \_\_\_\_\_    Lane \_\_\_\_\_

**Implementation Date:** \_\_\_\_\_    **ADA Review** \_\_\_\_\_

**JOB SUMMARY**

**Programs**, installs, maintains, and repairs telephone and data transfer **network** equipment, and associated wiring located within and under the ownership of Granite School District. Assists in the installation and repair of **data transfer computer network** lines as required by the Foreman of the ~~Technology Installation and Repair Department~~ **Information Systems Support Center**.

**ESSENTIAL FUNCTIONS**

1. Installs, maintains, and repairs District's **networked** telephone systems; PBX Switches (**one per school**); ~~Demark~~ **network demarkation** equipment (i.e. **OC12, DS3, MUX, CSU's and T1 lines**); answering devices; overhead and underground cabling **infrastructure**; security **lines** and elevator interfaces, ~~and payphones~~.

~~2. Installs, maintains, and repairs District's fax machines, modems, and other data transfer devices.~~

2. Programs PBX switches with specific customized databases for each individual school, including but not limited to: translations, routing, voice mail requirements, caller ID, phone sets, and ethernet links from schools to District Office.

3. Installs, maintains, and repairs Auto Attendant, voice mail servers.
4. Maintains records associated with the inventory of telephone equipment, and network lines.
5. Schedules and coordinates work with other District Departments and providers to expedite the completion of projects.
6. Trains end users in the use of equipment.
- ~~7. Participates in education requirements of apprentices in techniques, equipment, safety, policies and procedures, as necessary.~~

### **NON-ESSENTIAL FUNCTIONS**

Occasional other duties as assigned within skill level.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITY**

Must have demonstrated competency as a PBX engineer with experience in programming including but not limited to routing and translations. Experience with T1 lines, OC systems, MUX equipment, and voice mail processors required. Requires good general knowledge of practical telephony theory and applications. Must have a good general knowledge of a variety of telephone copper and fiber cabling processes. Must be able to read and understand blue prints or schematics necessary to complete tasks. ~~Must be proficient in the specific maintenance repair problems of telecommunications equipment.~~ Must be able to interpret the needs of staff to accomplish specific tasks. Needs to be able to diagnose problems (some without manuals or other helpful data) in a timely manner. Must be familiar with a variety of telecommunications equipment including outdated components that may need repair without documentation. Must have working knowledge of inside and outside plant installation and maintenance practices. Must work within general guidelines and with minimal supervision. Must have knowledge of applicable District procurement policies. Have a good working knowledge of tools associated with trade. Must have a good working knowledge of relevant building and safety codes including pertinent aspects of OSHA, EPA, MSDS and ADA. Must have basic

mathematical skills. Must be skilled in oral and written communications and interpersonal relations. Must be able to plan tasks and organize temporary workers, 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 competence.~~ successfully completed a minimum of two years specialized telecommunications training with an emphasis on PBX installation and programming, including routing and translations or four years of similar on-the-job experience as outlined by the department. Must keep abreast of changing developments in techniques in relevant fields. Must have a current and valid Utah state drivers license.

### **REQUIRED PRIOR WORK EXPERIENCE**

Requires ~~three~~ four years of job related and carefully ~~monitored training in the district designed apprenticeship program with demonstrated competence or acceptable equivalent.~~ designed work experience as outlined in the department training program with demonstrated competence or acceptable equivalent.

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. Assists in planning work projects. Assures that each assignment has sufficient tools, materials and supplies. Determines repairs and replacements of equipment as needed. Prioritizes work for specific jobs assigned. Must be able to perform assigned tasks without on-site supervision.

## **SUPERVISION**

Requires ability to motivate apprentices and temporary workers, also, plan and initiate activities with minimum supervision. Responsible for planning work as assigned, assuring a high quality of the finished product. 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**

Occasionally work with heavy weight material, but generally not exceeding 100 lbs.