

## SENIOR IT ELECTRONICS COMMUNICATIONS TECHNICIAN

### DEFINITION

Plans, leads, and participates in assigning, scheduling, bidding, inspecting, and certifying completion of operations involving construction, maintenance, repairs and alterations of electronic communication and telecommunication equipment and systems performed by District and contract personnel. Assists in managing the overall low voltage systems throughout the District.

### TYPICAL DUTIES

Plans, designs, and adapts customized system components for various digital and analog electronic communication and telecommunication systems and equipment.  
Plans, coordinates, and executes contractual work including work specifications, materials, inspection, and certification of completion from private contractors.  
Develops, reviews, and revises work plans and schedules with the concurrence of principals and administrators.  
Confers with supervisors on job requirements, plans, and schedules.  
Prepares job estimates, scope of work, and drawings of work required.  
Prepares correspondence, reports, instructions, and descriptions of tasks and related documents.  
Provides emergency responses and related services to minimize safety hazards to students, employees, and the public.  
Provides work direction to craft personnel.  
Logs and reports time and mileage on projects.  
Orients work crews in the proper and safe use of tools, equipment, and materials; and implements safe work practices.  
Identifies and evaluates equipment, supplies, techniques, and systems.  
Ensures compliance with District procurement procedures.  
Assists in coordinating the resolution of construction project issues in accordance with District policy and applicable laws and regulations.  
Performs journey-level duties as needed.  
May act in place of a higher-level supervisor in case of absence.  
Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Senior IT Electronics Communications Technician provides work direction regarding the day-to-day activities of technicians and contractors and prepares plans and specifications for new installations and alterations.

An IT Electronics Communications Supervisor plans, schedules, and supervises the installation, maintenance, and repair of electronic systems and equipment throughout the District.

An IT Electronics Communications Technician replaces, assembles, installs, repairs, and maintains a wide variety of digital and analog electronics communication and telecommunication equipment and systems.

## SUPERVISION

General supervision is received from an IT Electronics Supervisor or Supervising Computer Technician. Work direction is exercised over Electronics Technicians, IT Electronics Communications Technicians, Telecommunications Systems Technicians, and Maintenance Workers.

## CLASS QUALIFICATIONS

### Knowledge of:

- Converged solution
- Electronic theory, including voice, video, and data systems
- Troubleshooting techniques applied to digital and analog circuits
- Electronic test equipment used in construction, service, and maintenance work
- Safety regulations, standards, and practices relative to installation and repair of electronic equipment and cable plants
- Wiring, cabling, and installation
- Pertinent employee health and safety laws, regulations, District policies and procedures City, County, State, and federal codes; as well as standards and practices pertinent to electronic systems
- Processes, materials, and tools used in the construction, maintenance, and repair of electronic systems and equipment, including public address, intercom, intrusion alarm, local area networks, television distribution, and closed circuit television
- Schematic wiring diagrams, blueprints, and symbols
- Terminology, phrases, and conditions used in contracts, construction documents, and specifications
- Treatment of hazardous materials, specifically lead and asbestos

### Ability to:

- Use electronic test equipment such as volt meters, signal generators, and oscilloscopes
- Read, interpret, and use blueprints, plans, drawings, wiring diagrams, and specifications
- Operate computers, including proficiency in using Microsoft Word, Excel, Access, and be trained on help desk/service desk management software such as the Peregrine or Remedy
- Recognize, analyze, and deal effectively with problems and issues
- Estimate cost of materials and labor
- Prepare reports and write clearly, concisely, and convincingly in conveying technical information
- Speak clearly, concisely, and effectively
- Work effectively with administrators, other District personnel, and the public
- Work well under pressure with multiple priorities and short deadlines
- Train and provide work direction effectively
- Work independently

### Special Physical Requirements:

- Ability to stand, walk, bend, crawl, climb, reach overhead, crouch, kneel, balance, push, pull, and lift up to 60 pounds in inspecting or assisting projects when needed
- Ability to work safely at heights including the use of ladders, scaffolds, and other related equipment
- Ability to work safely in confined spaces
- Normal color vision to distinguish color keys, conductor color codes, and video images
- Normal hearing to diagnose, adjust, and repair sound reproduction equipment
- Normal visual acuity to adjust television and camera systems
- Normal sense of smell to detect burning equipment or electronic systems

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from high school or evidence of equivalent educational proficiency, preferably supplemented by courses in analog and digital circuitry and in the detection and repair of electronic equipment malfunctions.

### Experience:

Four years of journey-level experience in construction, repair, and maintenance of electronic systems such as local area network cable plants, television distribution systems, closed-circuit television (CCTV), intrusion alarms, or public address/inter-electronics systems and/or the installation and support of PBX and VoIP systems. An Associate Degree in electronics technology or related field, or completion of a recognized electronics apprenticeship program may be substituted for two years of the required experience.

### Special:

A valid driver's license to legally operate a motor vehicle in the State of California and the use of a motor vehicle.

A BICSI certification(s), ICET certification(s), Cisco Certified Network Associate (CCNA), or Register Communications Distribution Designer (RCDD) is preferable.

## SPECIAL NOTES

1. Employment is subject to medical clearance which meets pertinent provisions of the General Industry Safety Orders of the California Code of Regulations regarding protective equipment when exposed to hazardous materials, including, but not limited to, asbestos and lead.
2. Employees in this class may be required to work nights and weekends in emergencies.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and abilities. Management retains the discretion to add or change typical duties of a position at any time.

Revised  
12-16-13  
DP

Updated  
03-26-25  
Transportation  
Language Only