

**MOORE PUBLIC SCHOOLS**

**Job Title:** **Telecommunications Specialist A, B, C**

**Qualifications:** Valid Oklahoma Drivers License and acceptable driving record.

**Education:** High school diploma, GED, and specialized training in any of the following areas: VOIP phone installations, intercom systems, fire and security alarm implementation including access control.

**Training or Experience: Required:** Minimum of two years experience in Cisco VOIP infrastructure installation and managing, fire alarm and security alarm systems, and intercom communication systems. Vocational training in phone systems may substitute for some work experience. Level A duties may include but not be limited to advanced knowledge and experience in phone systems and infrastructures, including VOIP systems; advanced knowledge and experience in voice mail systems; advanced knowledge and experience in analog phone lines; and applicant should have advanced knowledge and experience in troubleshooting of all the above systems. Level B duties may include but not be limited to advanced knowledge and experience in intercom communication systems; advanced knowledge and experience in intercom clock systems; and advanced troubleshooting skills on the above systems. Level C duties may include but not be limited to advanced knowledge and experience in commercial fire alarm systems; advanced knowledge and experience in commercial security alarm systems; advanced knowledge and experience in access control systems; advanced knowledge and experience in troubleshooting of all the above systems; experience in the planning and design of all the above systems; experience in supervising other technicians; experience in supervising contractors.

**Desired:** Minimum of one year experience in at least two of the following areas: Cisco VOIP implementation, fire and security alarm systems, access-control solutions, intercom communications systems.

**Special Skills, Knowledge, Abilities:**

Communication Skills (oral, written, and business): Basic Communication skills to exchange information, give/receive instructions and respond to inquiries.

**Data Recording/Record Keeping:** Performs data record/record keeping operations determining what changes need to be made to existing records, including computerized records.

**Mathematical Skills:** Performs routine computations requiring knowledge of addition, subtraction, multiplication, and division using whole numbers, fractions, decimals, and/or percentages.

**Reading and Interpreting:** Reads and interprets complex written or printed materials such as ordinances, resolutions, policies and procedures, complex diagrams, plans, contracts, regulations, and computer documentation.

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**Computer Skills:** Must have basic understanding of personal computers, servers, and networking.

**Tools and Equipment Usage:** Uses tools or equipment with expertise acquired through experience and/or training.

**Site:** Technology Center

**Reports to:** Director of Technology or Designee

**Job Goal (Purpose of Position):** To perform in one or more of the following areas as assigned by his supervisor: VOIP phone implementations and administration, fire and security systems including access control and intercom communications systems. Occasionally will assist with computer installation and repair based on workload.

**Contact with Others:** Will have regular contact with vendors, district personnel, and the public. Good interpersonal interaction and communication is required.

**Other Performance Measures:** Successful performance of the job requires good customer service/people skills to obtain information, resolve problems, and provide information as requested. It requires following school dress standards, proper attendance and leave policies, and other Board policies. Creativity, initiative, effective problem solving, and communication skills are important to the success of the position. In addition, must maintain a positive attitude and be cooperative toward other staff members and the public within the educational system.

### **Essential Job Functions (Performance Responsibilities vary depending upon Level**

1. Program, maintain, move and install all VOIP phones for the district.
2. Program, maintain and install voice mail for the district.
3. Program, maintain and install the paging system for the district.

4. Program, maintain, move and install all phone lines and fax lines for the district. (200+ lines)
5. Program, maintain and install fire alarm systems and peripheral devices such as smoke detectors, fire pulls, etc. for the district. (50 Panels & over 4000 Devices)
6. Work with architects and engineers on the design, planning and bidding of the fire alarm systems for new construction projects.
7. Work with contractors to organize, schedule and supervise fire alarm installations.
8. Investigate all fire alarms to determine the cause for alarm and the proper solution.

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9. Responsible for all fire alarm account changes such as call list changes, phone number changes, user pass code changes, etc. for the district.
10. Create and maintain fire alarm zone maps for the district.
11. Supervise the annual inspection of all fire alarm panels and devices and perform any repairs that may be needed.
12. Supervise the annual inspection of all fire sprinkler systems.
13. Maintain the self-contained emergency fire door exit alarms.
14. Program, maintain and install security alarm systems and peripheral devices such as door contacts, motion detectors, etc. for the district.
15. Work with architects and engineers on the design, planning and bidding of the security alarm systems for new construction projects.
16. Work with contractors to organize, schedule and supervise security alarm installations.
17. Responsible for all security alarm account changes such as call list changes, phone # changes, user pass code changes, etc. for the district.
18. Program and maintain security alarm codes for the district.
19. Create and maintain monitoring company's alarm cancel cards for the district.
20. Investigate all security alarms to determine the cause for alarm and the proper solution.
21. Program, maintain and install the access control systems for district.

22. Create and maintain access cards and key fobs
23. Program, maintain and install intercom systems and peripheral devices such as call buttons, speakers, etc. for the district.
24. Work with architects and engineers on the design, planning and bidding of the Intercom systems for new construction projects.
25. Work with contractors to organize, schedule and supervise intercom system installations.
26. Program, maintain and install all intercom digital clock system and peripheral devices for the district.

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27. Program and maintain class bell schedules for the district.
28. Advise administration on the purchase of new equipment for bond issues.
29. Perform other duties and tasks as assigned or deemed necessary.

**Supervision Exercised:** The technician may supervise others depending upon level

**Physical Requirements:** In a workday, the employee must stand/walk 4-7 hours per day. Some occasional bench work of 1-4 hours per day. Employee's job requires frequent bending/stooping/crouching/crawling/kneeling, pushing/pulling, and climbing and reaching above the shoulders.

Employee' job requires occasional carrying/lifting of up to 75 pounds including telephone equipment, intercom equipment, copiers, and computer equipment. Job requires employee to use both feet for repetitive movements; both hands for such repetitive actions requiring simple to firm grasping and/or fine manipulation.

Employee must possess manual dexterity to operate hand and power tools and ladders. Must be able to read data plates, blueprints, labels, and schematics; should be color sighted. Employee must possess hearing to distinguish normal/abnormal sounds, hear bells, phone rings, beeps, and buzzers. Must be able to communicate with fellow workers and the public.

Employee's job requires working on unprotected heights (ladders); use of/close to machines (electrical panels and boilers); working in the out-of-doors with temperature changes; driving motorized equipment (van, pickup, or automobile); exposure to solvents, electricity/high voltages, and heat (boiler room).

**Terms of Employment:** 260 Days

**Salary:** Level A, Level B, or Level C\*

\* Applications for movement to another category must be made to the Director of Technology. Specific criteria must be included. If approved by the Director of Technology, the application will be submitted to the Review Committee for final recommendation. The Review Committee will consist of the Director of Technology, Assistant Supt./Personnel, Superintendent and a representative of ESPM.

**Evaluation:** Performance of this job will be evaluated in accordance with Board Policy.

Adopted: 09-13-10