

CLARK COUNTY SCHOOL DISTRICT

HUMAN RESOURCES DIVISION

TELECOMMUNICATION SERVICES PLANNER

Class Code: 7197

Job Family: Skilled Trades/Technicians

Classification: Support Staff

Terms of Employment: Pay Grade 58 on the Support Staff Salary Schedule

FLSA STATUS: NON-EXEMPT

POSITION SUMMARY:

Under general direction plans, coordinates, schedules, and supervises maintenance and rehabilitation/modernization, telecommunications activities of facilities throughout the district.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Provides a single point of contact on telecommunications matters for the Technology and information System Services, regional/deputy superintendents, school principals, and other departments.
2. Analyzes and interprets work orders and surveys facilities to provide input and recommendations regarding feasibility and accuracy of service requests for schools and departments.
3. Prepares diagrams, sketches, and cost estimates of labor-hours, equipment and/or materials for work requests.
4. Performs field investigations, researches archives, and analyzes data on existing facilities to determine immediate and future work, service and/or equipment requirements.
5. Communicates and confers with schools and/or departments on requested services, purchases, and the installation of new equipment; makes appropriate adjustments and/or recommendations.
6. Coordinates, facilitates, and provides input regarding maintenance/rehabilitation telecommunications requests between schools, district offices, new construction sites, utility companies, and other entities.
7. Develops projects work schedules; plans and coordinates work schedules for multiple trades and/or crafts; monitors flow of work to identify appropriate adjustments, normal/abnormal trends, work performance, improvements, and modifications.
8. Reviews completed maintenance/rehabilitation telecommunications work; provides feedback as requested.
9. Acts as liaison between Telecommunications and Information System Services, other district departments/schools, contractors/vendors, outside agencies, etc., regarding project status schedules and/or contracted services to ensure project continuity, compliance, and work performance inspections.
10. Maintains records of project and design changes; assists Engineering Services in maintaining accurate as-built and/or construction drawings.
11. May serve as project manager for non-contract, in-house construction projects at assigned schools/facilities, as requires or directed.
12. Reviews plans and specifications of renovation work and services to provide input regarding project feasibility and recommendations.
13. Initiates steps to correct problems identified by outside agencies (i.e., Fire Department, Health Department, Gas Company safety inspections, Telephone Company, etc.)
14. Surveys vandalism and plans corrective action.
15. Provides input for the evaluation of assigned staff.
16. Conforms to safety standards as prescribed.
17. Performs other tasks related to the position as assigned.

05/23/03

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DISTINGUISHING CHARACTERISTICS:

Involves the responsibility of being the single point of contact for district wide telecommunications planning, scheduling, coordinating, and monitoring of maintenance and special projects; serves as project manager for in-house projects, ensuring timely completion, and compliance with safety, building codes, specifications, and regulations.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of building construction, remodeling, materials and techniques.
2. Knowledge of a variety of building trades.
3. Ability to recognize, understand and interpret local, state, and federal codes; such as, UBC, UPC, MEC, EPA, and ADA regulations.
4. Ability to use computer programs with mainframe interface capabilities and other software applications.
5. Ability to research, calculate, and provide project cost estimate information.
6. Ability to prepare project management documentation (i.e. diagrams/sketches, plans, specifications, reports, correspondence, etc.).
7. Ability to interpret plans, specifications, and contracts.
8. Ability to distinguish colors.
9. Ability to set priorities, coordinate and schedule multiple trades/crafts activities, and meet critical deadlines.
10. Ability to exercise judgment when to act independently and when to refer situations to an administrator.
11. Ability to communicate clearly, orally, and in writing.
12. Ability to work flexible hours or shifts.
13. Ability to withstand heights and perform work safely.
14. Ability to work cooperatively with district employees, contractors/vendors, and the public.
15. Ability to recognize and report hazards and apply safe work methods.

POSITION REQUIREMENTS:

Education, Training, and Experience:

1. High school graduation or other equivalent, (i.e., GED, college, technical or trade school transcript, foreign equivalency, etc.).
2. Eight (8) years experience in telecommunications facility/construction project planning, scheduling, layout/design and cost estimation of labor-hours and materials; or,
3. Associate's degree in construction/project management or project scheduling, plus six (6) years experience as outlined above; or,
4. Bachelor's degree in construction/project management or project scheduling, plus four (4) years experience as outlined above.

Licenses and Certificates:

1. A valid driver's license that allows the applicant / employee to legally operate a motor vehicle in Nevada. License must be maintained for the duration of the assignment.
2. Copy of driving history issued by the Department of Motor Vehicles at time of application or Qualified Selection Pool (Q.S.P) placement and at time of interview prior to final selection.

Preferred Qualifications:

1. Possess physical and mental stamina commensurate with the responsibilities of the position.
2. Possess personal characteristics, including but not limited to poise, perspective, integrity, flexibility, and personal appearance necessary for success in the Clark County School District.

DOCUMENT(S) REQUIRED AT TIME OF APPLICATION:

1. High school transcript or other equivalent, (i.e., GED, college, technical or trade school transcript, foreign equivalency, etc.).
2. College transcript, if applicable.
3. A valid driver's license that allows the applicant / employee to legally operate a motor vehicle in Nevada.
4. Current copy of driving history issued by the Department of Motor Vehicle.
5. Specific documented evidence of training and experience to satisfy qualifications.

EXAMPLES OF ASSIGNED WORK AREAS:

Clark County School District facilities-office, schools (classrooms, cafeterias, locker rooms, science labs, restrooms), building rooftops, mechanical equipment rooms, boiler rooms, construction sites, etc.

WORK ENVIRONMENT:

Strength: Medium – Exert force 25-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly or a negligible amount of force frequently to lift/stand/push/pull/carry.

Physical Demands: Occasional climbing, crawling, stooping, kneeling, crouching, reaching, handling, repetitive fine motor activities, talking, and hearing. Mobility to work in typical, office setting and use standard office equipment. Vision to read printed materials, VDT screens or other monitoring devices. Hearing and speech to communicate in person or over the telephone. Frequent near acuity. Occasional far acuity and color vision.

Environmental Conditions: Varies from a climate controlled office setting to work outdoors with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to loud and occasional to frequent time periods.

Hazards: Furniture, playground/office equipment, communicable diseases, chemicals (as related to specific assignment), and power/hand operated equipment and machinery (as related to specific assignment).

EXAMPLES OF EQUIPMENT/SUPPLIES USED TO PERFORM TASKS:

Computers and software, telephones (including mobile/handheld), copy machines, fax machines, calculators, district issued vehicles, etc.

EQUAL EMPLOYMENT OPPORTUNITY – AFFIRMATIVE ACTION

The Clark County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, or disability and shall extend to working conditions, training, promotion, and terms and conditions of employment.

Individuals with a disability who require reasonable accommodation(s) during any step of the screening process or who have questions about qualifications should notify a representative in Support Staff Personnel Services. Notification may be made in person, in writing, or by calling: (702) 855-5444.

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