

**CLARK COUNTY SCHOOL DISTRICT
HUMAN RESOURCES DIVISION**

COMMUNICATIONS SYSTEM MANAGER

Class Code: 4410

Job Family: Skilled Trades/Technicians

Classification: Support Staff

Terms of Employment: Pay Grade 61 on the Support Staff Salary Schedule

FLSA STATUS: NON-EXEMPT

POSITION SUMMARY:

Under direction supervises Communications Equipment Installation/Repair Supervisors and manages all district communications equipment, two-way voice communication systems, master/secondary clocks, TV surveillance systems equipment, data transmission systems and fiber optics.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

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

1. Supervises Communications Equipment Installation/Repair Supervisors.
2. Conducts evaluation of various systems in use and prepares plans, specifications, and cost estimates for those systems requiring upgrading or replacement as requested by the Coordinator of Telecommunications.
3. Assists in reviewing plans and specifications of projected equipment for new construction, building additions and sites requiring alterations of existing equipment.
4. Assists in developing parameters for telephone equipment, two-way voice communication systems, master/secondary clocks, surveillance systems, radios, and fiber optics using current technologies.
5. Assists in reviewing and analyzing all orders for communication equipment, two-way voice communication systems, master/secondary clocks, TV surveillance equipment, data transmission and fiber optics.
6. Initiates and coordinates contacts with outside vendors.
7. Monitors, reviews and initiates action for Clark County School District to maintain FCC licensing status and comply with pertinent regulations.
8. Supervises inventory requirements for telephone equipment, two-way voice communication systems, master/secondary clocks, TV surveillance equipment, data transmission and fiber optics.
9. Monitors the use of district radio networks to insure proper compliance with FCC regulations.
10. Coordinates work with school activities and other trades.
11. Maintains records for preparation of applicable reports.
12. Performs installation and/or repair of communication equipment during emergency situations, as needed.
13. Provides input for evaluations of assigned personnel.
14. Conforms to safety standards as prescribed.
15. Performs other tasks related to the position as assigned.

DISTINGUISHING CHARACTERISTICS:

Involves managing all district communications systems and supervision of Communications Equipment Installation/Repair Supervisors.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledge of electronic theories.
2. Knowledge of telephony theory.
3. Knowledge of fiber optics.

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4. Knowledge of 1A2 and electronic telephone systems.
5. Knowledge of two-way voice communication systems.
6. Knowledge of master/secondary clock systems.
7. Knowledge of TV surveillance systems.
8. Knowledge of data transmission systems.
9. Knowledge of computer software applications.
10. Ability to troubleshoot and install 1A2 and electronic telephone systems.
11. Ability to troubleshoot and install two-way voice communications systems, master/secondary clocks, surveillance equipment, data transmission systems and fiber optics.
12. Ability to distinguish color coded wires.
13. Ability to read and understand schematics and building blueprints.
14. Ability to read and interpret written and oral instructions.
15. Ability to safely move and relocate heavy objects.
16. Ability to operate hand and power tools and equipment associated with trade.
17. Ability to learn and use various computer software applications.
18. Ability to work flexible hours or shifts.
19. Ability to work in confined areas.
20. Ability to withstand heights and perform work safely.
21. Ability to work cooperatively with employees, contractors, public agencies and the public.
22. Ability to recognize and report safety 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. Five (5) years supervisory experience in the installation/repair of telecommunications equipment; or,
3. An Associates degree in electronic plus four (4) years experience in the installation/repair of telecommunications equipment.

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. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
3. Current copy of driving history issued by the Department of Motor Vehicle.
4. Specific documented evidence of training and experience to satisfy qualifications.

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EXAMPLES OF ASSIGNED WORK AREAS:

Clark County School District facilities - offices, school (classrooms, computer labs, mechanical equipment rooms, cafeterias), construction sites, etc.

WORK ENVIRONMENT:

Strength: Medium/Heavy - exert force 50-100 lbs., occasionally; 25-50 lbs. frequently; or 10-20 lbs. constantly. May involve significant stand/walk/push/pull/carry.

Physical Demands: Frequent stooping, kneeling, climbing, crouching, reaching, handling, repetitive fine motor activities and feeling. Occasional talking, hearing, and balancing. Vision: frequent near and far acuity, depth perception, focal length change, 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, and constant electrical shock hazards.

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:

Hilti Gun, Greenlee knockout sets, operation genie lifts, electrical cable pullers, drill motors, personal and laptop computers, power and hand tools, soldering irons/guns, conduit benders, conduit, crimping tools, ladders, test equipment, fiber optic tools, exposure to UV solder, loud occasional noise intensity levels. Construction sites (must comply with contractor's safety procedures and guidelines, Insurance/Bonding issues). Constant shock hazards.

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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