



HEMET UNIFIED SCHOOL DISTRICT
1791 W. Acacia Ave., Hemet, CA 92545 (951) 765-5100

**SKILLED MAINTENANCE WORKER II - LOW VOLTAGE
SYSTEMS TECHNICIAN**

JOB SUMMARY

Under general supervision of the Maintenance Supervisor, to perform semi skilled technical work in the installation, programming, repair, and maintenance of a variety of electronic systems and equipment including but not limited to alarm, CCTV and CATV, communications, intercom; to provide semi skilled maintenance, repair and troubleshooting of a variety of telephone equipment, intercom, master clocks/bells, fire alarm systems, Public Address (PA) systems, timing clock systems, projectors, and marquees.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

1. Perform semiskilled and skilled maintenance, repair, and construction tasks pertaining to school facilities, offices and large buildings;
2. Assist other maintenance personnel in the performance of semiskilled and skilled functions in one or more building and maintenance trade areas;
3. Install, service, repair, and maintain a variety of specialized telephone and electronic equipment including intercom, clock, bell, and fire alarm systems;
4. Troubleshoot, repair, adjust, program, and service electrical equipment; assist end users with set-up, operation and configuration changes as necessary;
5. Programs a variety of electrical equipment such as: alarms, bell systems, intercoms, telephones, radios, and other programmable equipment;
6. Schedule routine preventive maintenance work and maintain accurate records and logs of such activity; requisition parts, components and supplies as required;
7. Install cable, conduit or fiber optic runs in labs, classroom and other District facilities;
8. Work from plans, wiring diagrams, schematic drawings, and work orders;
9. Prepare and maintain records, estimate time and materials for needed repairs, upgrades or equipment replacement;
10. Drive a vehicle to and from work sites, suppliers and contractors;
11. Maintains assigned vehicles;
12. Utilize safety procedures;
13. May be required to respond to emergency calls related to low voltage needs;
14. Perform other related duties as required.

EMPLOYMENT STANDARDS

KNOWLEDGE AND ABILITIES

Knowledge of:

1. Interpret and work from wiring diagrams, schematic drawings, blueprints or work orders;
2. Diagnose problems with telephone systems, intercom, clock, bell systems, projectors, timing clocks and synchronizing clock systems;
3. Proper use and care of electronic test equipment and tools associated with the trade;
4. Meet schedules and timelines. Understand and follow oral and written instructions;
5. Work cooperatively and collaboratively with District staff, co-workers, vendors, and other professionals when needed; work independently with limited direct supervision;
6. Maintain simple and concise records and prepare accurate reports; maintain inventories of equipment or warranties;
7. NEC, NFPA, and other applicable electrical codes;

8. Electronics, test equipment, schematics and logic diagrams;
9. Building plans and blueprints;
10. Safe working methods, practices and procedures;
11. Laws applicable to construction and layout requirements.

Ability to:

1. Follow work & safety procedures, written & verbal instructions, and schedules;
2. Establish and maintain a safe and effective working relationship with those contacted in the course of work including but not limited to staff and students;
3. Perform semi skilled, journey-level work in one or more of the building trades;
4. Skillfully use a variety of hand and power tools, machines and equipment utilized in the building trades;
5. Plan and layout work, including estimating time and material costs;
6. Interpret and work from blueprints, schematics, sketches and shop drawings;
7. Maintain records and prepare reports as required;
8. Demonstrate good problem-solving skills;
9. Organize tasks, set priorities, maintain work pace;
10. Respond appropriately to direction & changes in work setting;
11. Work with minimal supervision;
12. Perform repetitive tasks;
13. Manage multiple tasks.

EDUCATION / EXPERIENCE

Education: High school diploma or general education degree (GED) and possession of the knowledge and abilities listed above. Electrical, low voltage, phone and data vocational trade school experience is highly desirable.

Experience: Two (2) years of experience in the repair, troubleshooting, and maintenance of telephone, intercom, alarm, clock and bell systems at the apprentice level. Two (2) or more years of current experience at the apprentice level in the electrical trade: **OR** One (1) years at or equivalent to the level of Maintenance Worker, wherein the individual has qualified for apprentice level maintenance experience in the Electrical trades.

REQUIRED LICENSES AND/OR CERTIFICATES

- Valid California Class C driver's license.
- Have an acceptable driving record; and qualify for insurability by the District's insurance carrier.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position must perform in carrying out the essential functions listed above.

Physical Demands:

Strength: Heavy work, lifting, carrying, pushing and/or pulling up to approximately 100 pounds with frequent lifting and/or carrying of objects weighing up to 75 pounds. Dexterity of hands and fingers to operate specialized tools and equipment including ability to set up scaffolding, use ladders, operate man lifts, boom trucks and forklifts. Gripping/grasping tools, supplies and equipment. Bending, twisting at the waist. Kneeling or crouching. Standing for extended periods of time.

Working Conditions: Work involves indoor and outdoor environment, exposure to extreme seasonal outdoor temperatures, frequent work involving ladders and heights. Subject to traveling to various District sites. Exposure to cleaning agents and chemicals. Exposure to heights and inclement weather.

In compliance with the Americans with Disabilities Act (ADA), the Hemet Unified School District (HUSD) will provide reasonable accommodations to qualified individuals with disabilities for the purpose of enabling the performance of the essential duties and responsibilities of the position. HUSD encourages both prospective and current employees to discuss potential accommodations with the Human Resources and/or Safety/Risk Management.

EMPLOYMENT STATUS

Classified Bargaining Unit Position

Range 35

12 Month Work Year

August 2023