



Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT JOB CLASS SPECIFICATION

Certified: 7/15/2021

Communications Technician I

Pay Scale: B

Level: 8

FLSA Status: Non-Exempt

Job Family: Facilities Services

Primary Location: Facilities Services Building

Department Overview

The Department of Support Services supports the learning environment by providing high-quality, safe, comfortable, well-maintained educational facilities and grounds, and safe student transportation. Providing timely, responsive, effective, and professional support to our students, teachers, staff, and community is our department's goal and one of our core values. The department includes the following teams: Construction Services, Environmental Health and Safety, Facilities Operations, Management and Coordination, Planning and GIS Services, Sustainability, and Transportation.

Job Overview

This is skilled electronic work in maintenance and repair of wireless communication equipment and similar devices. The employee is responsible for diagnosing equipment problems, making minor repairs, and instructing others in the use and operation of the equipment. The employee services wireless communication equipment that receives daily use and which must be maintained in good working condition. The work is performed according to manufacturers' technical information and standard service practices of the wireless communication trade. This employee is also responsible for the inventory control of all such equipment as well as coordination of billing audits.

Roles and Responsibilities

The following information is intended to describe the overall nature and scope of the work being performed. This is not a comprehensive listing of all responsibilities or tasks; work may differ and other work may be assigned when deemed appropriate.

- Diagnoses wireless communication equipment problems using reference materials and computer software; replaces certain defective wireless communication components, including replacing batteries
- Tests equipment, pagers, and radios, using volt ohm meters, battery testers, amp/volt testers, computer, communications analyzer and watt meter; tests batteries for radio equipment on a daily basis for replacement
- Trains employees on the use of wireless communication equipment systems
- Communicates/coordinates with vendors, school administration, School Board administrative offices, school bus transportation office, and Sheriff's office (crossing guard liaison and school resource liaison)
- Procures equipment/parts as needed to maintain all equipment; maintains extensive inventory of radios (mobile/portable) batteries, pagers, and other communications equipment; maintains records of equipment repairs and inventory of parts
- Issues/install mobile/portable radios, and pagers at schools, administrative offices, school buses, School Board vehicles, and Loudoun County Sheriff's office (crossing guards/school resource officers)

Qualifications

Below are the minimum qualifications for this job. Equivalent combinations of education and experience are also acceptable.

Education

High School Diploma or GED

Experience

Two (2) years of experience in repairing a variety of radio communications and similar electronic devices

Licenses and Certifications

Knowledge, Skills and Abilities

- Ability to manage inventory and parts control
- Working knowledge of two-way radio equipment repair procedures, electrical hazards and safety precautions
- Ability to read technical manuals and to demonstrate the use and operation of equipment
- Skill in using the tools, equipment, and materials of the trade
- Basic understanding of computer networks

Physical Requirements

The following provides a brief description of physical requirements for this job:

While performing the duties of this job, the employee is regularly talking, expressing or exchanging ideas by means of the spoken word. The employee must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly. The employee must possess normal cognitive abilities including the ability to learn, recall and apply certain practices and policies. Frequently sitting and/or remaining in a stationary position for long periods of time. Exerting up to 25 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

Equal Opportunity Employment

The Loudoun County School Board seeks to cultivate a high performing team of professionals focused on its mission and goals. The School Board values merit and excellence within its workforce and encourages the highest levels of professionalism for all its employees.

The School Board also recognizes and values the diversity of the students and broader community it serves and encourages diversity within its workforce.

The Loudoun County School Board is an Equal Opportunity Employer. The School Board does not discriminate against qualified applicants or employees on the basis of actual or perceived race, national origin, ancestry, color, sex, sexual orientation, gender identity, pregnancy, childbirth or related medical conditions, marital status, age, religion, disability, genetic information, veteran status or any basis protected by law.

ADA Accommodations Disclosure

Under the Americans with Disabilities Act (ADA), Loudoun County Public Schools is required to provide reasonable accommodations to qualified employees with disabilities, unless doing so would pose an undue hardship. Qualified employees are those who hold the necessary education, skills, and experience for the job; and who can perform its essential responsibilities, with or without an accommodation.

Essential Personnel Disclosure

Employees who perform the responsibilities of this job are considered essential personnel. Essential personnel are designated employees who must report for work during a delay or emergency situations. A workplace emergency is an unforeseen situation that threatens the staff, pupils, or the public; disrupts or shuts down business operations; or causes physical or environmental damage. Emergencies may be natural or manmade. It is incumbent upon the supervisor to inform and confirm which essential personnel are required to work during emergency closings. Notification and confirmation of the expectation of essential personnel to report to work, or maintain as-needed status, will be executed with as much advanced notice as possible via in-person communication or email.