

EMPLOYEE NAME: _____

Revised: 3/96; 1/98; 4/04; 1/08; 3/10; 10/12; 4/16; 6/18;
4/19;3/21;12/22; 1/24; 12/24

JOB DESCRIPTION

POSITION TITLE: Low Voltage Systems Technician	JOB CODE: 456G
DIVISION: Operational Support	SALARY SCHEDULE: Annual Operational Personnel
DEPARTMENT: Maintenance Services	WORKDAYS: Annual Operational Employees
REPORTS TO: Supervisor, Maintenance Services	PAY GRADE: Rank G (NW07)
FLSA: Non-Exempt	PAY FREQUENCY: Bi-Weekly
PRIMARY FUNCTION: Supports the Maintenance Supervisor by completing assigned installation and maintenance work requests on CCSD special Equipment systems and the associated peripheral devices.	
REVISION DATE(S): 12/24	

REQUIREMENTS:

1.	Educational Level: High School Diploma or HSE required
2.	Certification/License Required: Valid Georgia driver's license
3.	Experience: Minimum 1 year in trade preferred
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities; walking, standing, kneeling, negotiating stairs and ladders, lift and transport 75 pounds over short distances.
5.	Knowledge, Skills, & Abilities: Written and oral communication; high level of technical competence and proficiency; ability to operate all tools and equipment correctly and safely; computer skills.

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Promotes good relations and displays a positive image with customers, the public and peers.
3.	Assists Master Technician with installation and maintenance of special equipment systems which include, but not limited to, fire and security alarm systems, intercoms, clocks, emergency lighting, video surveillance, sound systems, access control, as well as other miscellaneous low voltage systems.
4.	Provides periodic 24 hour a day, seven days a week on call support.
5.	Maintains the proper parts inventory on District vehicle to meet the majority of assigned maintenance work requests. Promptly returns any parts overages to inventory.
6.	Takes proper care and maintains vehicles, all tools, and equipment necessary to perform the responsibilities of the position as well as to ensure maximum usage.
7.	Plans, stages, and completes the cleaning, inspection, maintenance, and installation of all types of equipment assigned to the trade.
8.	Initiates and completes assigned projects in a timely and accurate manner.
9.	Assists Master Technician with reading blueprints, schematics and building plans.
10.	Reports immediately any issues that may have an impact to school or employee safety to the appropriate administrator.
11.	Performs other duties as assigned by appropriate administrator

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____