

SCHOOL DISTRICT OF LEVY COUNTY

JOB DESCRIPTION

TELECOMMUNICATIONS AND IOT TECHNICIAN

QUALIFICATIONS:

- (1) High School Diploma.
- (2) Experience in IT related field, preferred.
- (3) Appropriate college course work or vocational/technical training may be substituted at an equivalent rate for the required experience.

KNOWLEDGE, SKILLS AND ABILITIES:

Technical knowledge of computers, software programs and communication systems. The ability to analyze and diagnose computer and telecommunication problems; and the ability to install, repair, and maintain computer operating systems and software. Ability to establish and maintain positive working relationships with others.

REPORTS TO:

Director, Management Information Systems/Technology

JOB GOAL

To increase the operational effectiveness and efficiency of the District's technology, telecommunication and IOT network systems in an effort to maintain optimum usage to improve student learning and instruction.

SUPERVISES:

Not applicable.

PERFORMANCE RESPONSIBILITIES:

- * (1) Reads and interprets circuit and network diagrams, as well as electrical schematics.
- * (2) Develops and implements procedures for the repair of computer hardware, software, network, IOT and telecommunications equipment.
- * (3) Responds to incomings requests for assistance from district schools and worksites related to computer hardware, software, network IOT and telecommunication systems.
- * (4) Deals with vendors regarding equipment, network and software problems.
- * (5) Inspects computer equipment, diagnoses problems, and initiates repairs.
- * (6) Installs, tests, troubleshoots, installs and repairs communication lines and equipment, as well as new systems and software.

TELECOMMUNICATIONS SPECIALIST (Continued)

- * (7) Troubleshoots and repairs complex computer hardware, software, network IOT and telecommunication problems.
- * (8) Works collaboratively with district maintenance staff on network and computer/telecommunication repairs and installations related to district physical infrastructure and utilities.
- * (9) Splices and installs fiber optics and coaxial cable.
- * (10) Follows all network security protocols and district policies.
- * (11) Organizes and executes control functions including input-output validation and quality control.
- * (12) Maintains switching equipment and performs routine hardware and software maintenance.
- * (13) Maintains inventory and keeps track of repairs.
- * (14) Repairs and operates video security camera hardware and software.
- * (15) Installs, maintains, tests, analyzes, modifies and/or corrects operating system software.
- * (16) Consults with users to design, develop, and implement systems based on user's requirements.
- * (17) Assists users in planning, installing, and operating local area networks.
- * (18) Research new products, and maintain up-to-date knowledge about systems software and computer equipment supplied by the manufacturer.
- * (19) Initiates and implements a preventive maintenance program for computer hardware, software, network IOT and telecommunications equipment.
- * (20) Performs other incidental tasks consistent with the goals and objectives of this position.
- * (21) Ability to work in a constant state of alertness and safe manner.

PHYSICAL REQUIREMENTS:

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be appraised in accordance with provisions of the Board's policy on appraisal of personnel.

*Essential Performance Responsibilities

Job Description Supplement Code 8

TELECOMMUNICATIONS SPECIALIST (Continued)
Group 8 of the ESP Salary Schedule
DOE Job Code 82032

Revised Board Approval 10/10/2023