



JOB TITLE	DEPARTMENT	REPORTS TO
Telecommunication Systems Specialist	Business Services	Chief Operations Officer

Position No: 82032	Length of Work Year: 12 Months
Salary Schedule: P19	Date Approved: 2/14/06
FSLA: Exempt	Date Revised: 8/8/06

JOB GOAL
To direct and supervise technicians in the installation, operation, and maintenance of voice and data communications systems.

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> 1. High school diploma with training from an accredited technical school, service school or manufacturer's school. Bachelor's degree in related field desired. 2. Expert technical knowledge of the hardware and software associated with LANs, WANs and telecommunication systems (e.g., routers, switches, firewalls, patch panels, modems, LAN/WAN communication protocols, PBX systems, wireless communications, Server OS, desktop operating environments, various transmission systems and associated management software.) 3. BICSI or other data/telecommunications certifications are highly desirable. 4. Proficient in the use of test equipment, tools and new technical developments needed to maintain and service all communication and computer related equipment for the District, including optical cable systems. 5. Knowledge of data communication standards and protocols. 6. Working knowledge of Local Area Networks. 7. Ability to perform functions of the job. 8. Safe driving record and appropriate Florida Drivers License for vehicle(s) driven.
DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> 1. To direct assigned employees engaged in maintaining and repairing appropriate <ol style="list-style-type: none"> a. equipment. 2. To coordinate on-going interaction with vendors and district staff regarding service growth planning, new technology research/deployment and service quality issues. 3. To ensure the on-going technical proficiency of the team. 4. To coordinate with companies to prepare proposals for contracted work. 5. To coordinate or perform all moves, adds and changes; acting as liaison between the telephone operating companies and the interconnect companies in matters dealing with the district telecommunications needs. 6. To address and handle communications emergencies after normal work hours. 7. To review, and ascertain accuracy, and recommend payment of invoices submitted by the interconnect companies for services rendered. 8. To develop and maintain a formal system of evaluating all telephone systems, materials used to maintain them, end user training and technical support. 9. To maintain call accounting systems. 10. To perform assigned tasks in a timely and efficient manner. 11. To perform assigned tasks with a high standard of quality. 12. To perform other duties as assigned by the Networking Manager/MIS Director.
PHYSICAL DEMAND CLASS:

Light (L) - Frequent lifting and carrying of objects weighing 10 pounds or less. Infrequent lifting and carrying of objects weighing 11-35 pounds. Frequent walking and/or standing is required to carry out duties.