



**Job Title:** Low Voltage Technician  
**Department:** Physical Facilities & Maintenance  
**Reports To:** Maintenance Director  
**FLSA Status:** Non Exempt  
**Salary Schedule:** MN lane 07

### **SUMMARY**

The Low Voltage Technician is responsible for the installation, maintenance, and repair of low voltage building automation systems, intercom systems, and school sound systems.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** *may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.*

- Performs small installation jobs as well as repair work on existing low voltage systems.
- Estimates the cost of projects.
- Performs a project from start to finish with minimum supervision.
- Reads and understands wiring diagrams and blueprints.
- Troubleshoots and repairs intercom/telephone systems.
- Operates multimeters and other tools of the trade and troubleshoots different types of electrical systems.
- Properly pulls and maintains wire for low voltage systems.
- Understands work orders, plans, and specifications on new as well as existing buildings.
- Stays current on constant changes with new technology.
- Utilizes general knowledge of electrical and other codes that apply, along with OSHA and safety codes.
- Completes work orders with little to no supervision.
- Assists other maintenance staff members in the repair of district facilities when necessary.
- Participates in the Maintenance On Call Program as needed.

### **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

**KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Must have knowledge of basic building codes and electric codes.

Must have an independent work ethic, exercise good judgment, have the ability to maintain positive public relations, and be persuasive.

Ability to read and understand mechanical and electrical drawings.

Must be able to use various electrical meters and other trade tools and use ladders, hoists, etc. to do repair work.

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of employees of the school district.

Ability to work with applicable mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to perform mathematical operations using units of American money.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variable situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

#### **EDUCATION and/or EXPERIENCE**

Minimum of two years at an accredited technical college or equivalent; or the equivalent related hands-on experience with a reputable contracting firm engaged in this type of work.

#### **CERTIFICATES, LICENSES, REGISTRATIONS**

Must have a degree or licenses pertaining to electronics, low voltage and audio visual systems.

Must have and maintain a valid Utah Driver's License.

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee frequently is required to sit and talk or hear. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly exposed to outside weather conditions and extreme heat throughout the workday. Workday may entail up to ten hours. The employee is frequently exposed to moving mechanical parts, darkness, cold, risk of electrical shock or burns from hot equipment, and mechanical vibration. The employee is occasionally exposed to high, precarious places; fumes or airborne particles; and toxic or caustic chemicals. The noise level in the work environment is usually moderate.

Prepared By: <b>Maintenance Department</b>		Date: <b>01/13/2005</b>
Approved By: <b>Executive Director, Human Resources</b>		Date: <b>01/19/2005</b>
<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Revised	By: <b>Assistant Director, Human Resources</b>
<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Revised	By: <b>Maintenance Director</b>
<input type="checkbox"/> Review	<input type="checkbox"/> Revised	By:
<input type="checkbox"/> Review	<input type="checkbox"/> Revised	By:
		Date:
		Date:

**EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:**

*By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.*

Print Name:	Date:
Employee Signature:	