



Job Description

Low Voltage Technician

San José Unified is an innovative urban school district that prepares today's students to be the thinkers, leaders, and creators of tomorrow. We are reinventing the education system by bringing together teachers and staff with parents and students, inspiring each to discover their own greatness. Serving over 30,000 students from transitional kindergarten through high school in 41 schools from Downtown San José to the Almaden Valley, San José Unified is Silicon Valley's largest and most diverse school system. We welcome instructional and support staff who are interested in making a difference in the lives of San José children.

Job Type/Classification: Low Voltage Technician

Reports to: Manager, Facilities and Operations

Compensation: Grade LVT of Trades Salary Schedule

Position Summary:

The Low Voltage Technician performs a variety of general maintenance repairs to ensure facilities are safe and support an enriching educational environment for our students, staff, and community. The Technician applies best practices to complete repairs safely, on-time, with a customer service mindset, and in alignment with district standards and procedures.

Essential Duties and Responsibilities:

- Maintain, troubleshoot, repair, program, and install low voltage systems, which include but are not limited to:
 - Clock, paging, and bell
 - Fire alarm
 - Intrusion alarm, surveillance camera, and other security systems
 - Audio and video
- Perform service and repair on various fixed and portable equipment, which may include but is not limited to:
 - Telcor and other clock systems
 - Harrington and other fire alarm systems
 - Radionics and other security systems
 - Various low voltage equipment
- May guide, inform, support, or review the work of others, including contractors as appropriate
- Follow appropriate policies and procedures to ensure a clean, organized, and safe work environment that efficiently uses resources to meet customer and district needs
- Safely operate and maintain district vehicles, equipment, and tools as appropriate
- Utilize technology appropriately to complete job tasks efficiently and in alignment with District procedures
- Communicate effectively and maintain cooperative relationships with staff, community members, and students

- Collaborate with others to accomplish school, department, and District goals
- Maintain regular and punctual attendance to fully meet work responsibilities
- Perform other duties related to the job or department, as assigned

Qualifications:

Education and Experience

- Completion of 12th grade or equivalent
- Five years experience with responsibilities relevant to the Essential Duties and Responsibilities of this classification

Licenses and/or Certifications

- Valid California driver license
- NICET Certification Level preferred
- State of California DIR Certification as a Fire/Life Safety Technician preferred
- Completion of recognized relevant Apprenticeship Program preferred
- Passage of district test

Knowledge, Skills and Abilities

- Methods, materials, tools, and equipment appropriate to the areas of responsibility
- Knowledge of occupational hazards and safety precautions appropriate to the areas of responsibility
- Ability to learn, interpret, and apply policies and procedures appropriate to the areas of responsibility
- Ability to work from sketches, drawings, and specifications
- Ability to apply sound judgment and complete quality repairs and services
- Accurate and timely recordkeeping, using appropriate District processes and technology
- Ability to stand for extended periods of time, perform strenuous physical labor, and lift heavy items up to 100 pounds
- Ability to follow oral and written directions and work collaboratively
- Willing and able to learn new skills or improve ways of doing work
- Speak, read, and write English

Terms of Employment:

As outlined in the Collective Bargaining Agreement

Physical Demands and Working Conditions:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties. While performing the duties of this job, the employee is continuously required to speak and listen for extended periods. The employee is also required to sit or stand for long periods, and to regularly walk; climb ladders and scaffolding; use hands or fingers to handle, or feel objects, tools, or controls; reach with hands and arms; and stoop, kneel, crouch or crawl in confined spaces. The employee must regularly lift and move up to 60 pounds and occasionally lift and move up to 100 pounds as required by the position. Lifting and moving objects over 50 pounds must be done by mechanical device rather than by manual effort whenever this is practicable. Specific vision abilities required for this job include close vision, peripheral vision, depth perception, and the ability to adjust focus. The employee is further required to have the physical, mental, and emotional stamina to fully perform the duties

and responsibilities of the position, and the mental acuity to collect, evaluate, and interpret data; to reason; to define problems; to establish facts; to draw valid conclusions; and to make effective judgments and decisions.

The position may require working in an outdoor or indoor working environment, computer station work, working in seasonal heat or cold adverse weather conditions, exposure to fumes, dust, odors, oil, grease and gases and driving District vehicles of various types and sizes to conduct work. It may also require exposure to chemicals and hazardous materials, including asbestos, working around and with machinery having moving parts, working from heights and in confined work spaces.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not exhaustive of the duties performed or that may be performed by this position.

San Jose Unified School District is an Equal Opportunity Employer and does not discriminate on the basis of actual or perceived race, religion, color, national origin, ancestry, ethnicity, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, parental status, gender, gender identity, gender expression, sex, or sexual orientation in its employment practices.