

# Posting

(Vacancy Announcement)

**Position Title:** Communication Technician

**Posting Date:** December 19, 2011

**Deadline:** Until Filled

**Location:** Technology

**Salary Range:** \$37,334 - \$52,092

**Length of Work Year:** 220 days

**Education** (Certification/License): Minimal Associate Degree in related field preferred.

**Experience:** Three years minimum experience in related field preferred.

Nortel communication equipment experience preferred.

**Special Knowledge/Skills:** Serves as the field technician to entire school district, maintaining voice products, and also for the installation and modifications of voice communication/telecommunication equipment. Cabling infrastructure experience, familiarity with testing phone lines, circuits, and occasional broadband T-1 connectivity. Experience and knowledge of electronics repair and installation of auxiliary equipment.

The essential functions of the Technician Administrator includes but is not limited to the following fundamental job duties.

PART 1: DAILY

- Starts work on time.
- Stands 75% of workday.
- Performs task while bending and stooping.
- Performs task while in horizontal position.
- Ability to climb ladders.
- Reaches overhead 10 or more times daily.
- Lifts 50 lbs.
- Maintains proper control and working condition of tools and equipment.
- Maintains current driver's license and insurability with district fleet carrier.
- Ability to read and comprehend written labels and warning.
- Insures safety of self, co-workers and work areas.
- Reports and/or corrects all hazards.
- Reports all accidents and "near miss" accidents timely.
- Performs overtime duties as required by supervisor.
- Troubleshoot and repair in-house communication equipment problems.
- Troubleshoot and repair all phones lines associated with department fax machines, kronos time clocks, burglar alarms, fire alarms, elevator phones.
- Troubleshoot 66 blocks, 110 blocks, demarks, patch panels, punch down blocks, phone jacks and wiring.
- Contact local phone company to report dial tone problems, broadband connectivity problems, circuit problems.
- Install, repair and troubleshoot coaxial cable.
- Complete work orders for adds, moves and changes for analog/digital lines and also PRI lines.
- Installs cables, terminals, and connectors for all auxiliary equipment.
- Installs and maintain bell systems, public address systems and

Contact Numbers

PH: (409) 989-6282; (409) 989-6251; FX (409) 983-2733; [www.paisd.org](http://www.paisd.org)



**Send Application and Information to:**

Department of Personnel  
P.O. Box 1388  
Port Arthur, TX 77641-1388

- associated equipment.
- Troubleshoot power supplies, power amps, speakers, switch banks, clocks, speakers that are associated with bell systems and public address systems.
- Order materials needed for phone repairs, bell repairs, and public address system repairs.
- Input and modify bells and pep rally schedules on regular basis.
- Order, deliver and install transparent overhead projector bulbs.
- Perform monthly checkup on surveillance cameras, upgrade on yearly basis, retrieve and record backup video logs.

**PART 2: WEEKLY/MONTHLY**

- Lifts 50 lbs.
- Takes accurate inventory of tools and equipment.
- Performs equipment checks and maintenance as required.

**PART 3: QURTERLY/SEMI-ANNUALLY/ANNUALLY**

- Attends all driver training course as required by PAISD.
- Performs preventive maintenance and inspections.
- Participates in annual evaluation.
- Quarterly inspections on bell system and PA systems.
- Contact local phone company to do yearly equipment inspections on all school and facilities.

**PART 4: OTHER**

- Perform other duties as assigned by the Chief of Technology.

**Application Procedures:**

**District Employees:**

Letter of Interest and updated résumé.

**Contact Person:** Jimmy Wyble

**Non District Applicants:**

1. Letter of Interest for each position.
2. Current résumé.
3. Completed application.
4. Copy of transcript(s).
5. Criminal record release.

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