

BERKELEY COUNTY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: Cabling/Electronics Technician

FLSA: Non – Exempt

GENERAL SUMMARY

Under general supervision assists in ensuring that the district **Vision, Mission** and **Goals** are achieved and works in conjunction with other Office of Technology team members to help ensure the continued stability of district information technology resources. The Cabling/ Electronics Technician is expected to provide technical assistance to all district personnel, while supporting the implementation of the District Technology Plan, as well as the ability to keep current on evolving technology advances as it relates to the job function. Reports to the Chief Information and Technology Officer through the Network Support Director.

ESSENTIAL FUNCTIONS

Performs basic corrective and preventive maintenance and assists in installations and renovations as necessary to maintain and enhance electronics systems inclusive of, but not limited to: access control systems, CATV building distribution, class bell generation and master clock control/scheduling, electronic and data cabling infrastructure, electronic emergency alerts, gymnasium and stadium scoreboards and sound systems, interior communication and all-call systems, security cameras, and telephone systems (these systems may be IP and or analog based systems);

Installs, configures, tests, maintains, monitors, and troubleshoots data network, video, and phone cabling;

Installs, configures, tests and maintains SMART boards, SMART panels, projectors, clocks, phones, TVs, access control systems, PA Systems, camera systems to include DVR's etc., sound reinforcement systems, auditorium sound systems and other technology related devices that are implemented;

Maintains current knowledge of cabling, terminations, and all evolving technology advances in the computer industry;

Assists in the maintenance and management of the district's local area networks, and wide area networks;

Maintains an up-to-date work order system to ensure problems are completed in a timely manner to reduce downtime;

Prepares documentation, procedure manuals, and help sheets for various applications;

Maintains a small working inventory of parts and equipment assigned;

Maintains a working knowledge of and has ability to troubleshoot, test and resolve issues related to paging speakers, sound reinforcement, digital signage, and video distribution;

Ability to quickly isolate areas of trouble and resolve problems to minimize down time;

Assists in cleaning up network and server racks as necessary; monitors network closets on-site for problems, cleanliness, and functionality;

Approved 9/27/21

Works in conjunction with the Network Support Director and other Network Support Technicians to successfully execute equipment moves;

Ensures efficient use of time and energy while engaging in problem troubleshooting and resolution;

Ensures all cabling and other infrastructure changes meet building codes and OSF regulations; and

Performs other duties as assigned.

JOB SPECIFICATIONS

Education and Experience:

Experience installing and terminating voice, video, and data cabling.

Knowledge:

Working knowledge of Cisco digital/IP telephone systems, Lathem and Primex master clock systems, Atlas Sound, Bogen and Valcom analog/IP paging and speaker systems, Electro-Mech and Daktronics scoreboards, AXIS IP cameras. Ability to read and understand technical manuals, procedural documentation and OEM guides. Ability to install and effect repairs on interior communications systems, IP and CCTV systems, access control systems, stadium, gymnasium and auditorium sound systems, auditorium/stage lighting systems, and building distribution systems. Ability to terminate and test cabling including cat3, cat5, cat6 and fiber. Knowledge of industry standard data and phone cabling practices. Knowledge of building codes, fire codes and regulations concerning cabling installations. Knowledge of standard inventory practices and procedures.

Skills/Effort:

Individual is expected to work diligently both individually and under supervision of appropriate supervisor, as well as have the ability to work collaboratively with others to support Technology Plan objectives. Individual is expected to take ownership of tasks and follow through on responsibilities. Individual must also be willing to thoroughly execute tasks and duties potentially outside scope of job description as directed by supervisor(s).

Working Conditions:

Work is conducted both indoors and outdoors with occasional exposure to discomforting environmental conditions such as heat, cold, humidity, noise, electrical hazards, dust and wetness. Moderately heavy physical exertion is frequently required to lift and/or move objects weighing up to 50 pounds. Utilization of 6', 8' and 12' ladders and operation of a mechanical lift. Routine local travel required; occasional overnight travel required. Requires ability to work under a degree of stress related to duties that require considerable attention and meeting deadlines. Duties of the job requires frequent use of a computer monitor and related equipment. On-call availability as needed. Berkeley County School District is a smoke free district.

Responsibility:

Must have a valid SC driver's license. Required to drive a district owned vehicle and maintain gas logs and other vehicle logs.

DISCLAIMER STATEMENT

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

SIGNATURES:

_____ Date: _____

_____ Date: _____

_____ Date: _____