

# MIAMI-DADE COUNTY PUBLIC SCHOOLS

## JOB DESCRIPTION

**CLASS TITLE:** Sound and Communication Technician II

**JOB CODE:** 6005

**Temp:** 6058

**DEPARTMENTS:** Facilities Operations, Maintenance, Information Technology Services,  
Food & Nutrition

**SCHEDULE:** HO, H1

**DATE:** 09/06/2007

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### BASIC OBJECTIVES

The Sound and Communication Technician II (6005) will work in support and cooperation with all Miami-Dade County Public Schools (M-DCPS) departments including, but not limited to, Information Technology Services (limited network access, as appropriate) in the provision of services for the configuration, installation, maintenance and repair of District (school and administrative sites) telecommunications equipment; intrusion alarms; scoreboards; closed circuit television systems; integrated communication public address and sound systems; master clock systems; radio repeaters and two-way radios; point of sale equipment; computers and networking equipment, and integrated wireless technology in accordance with applicable codes and standard practices of the trade.

### JOB TASKS/RESPONSIBILITIES

1. Performs tasks by using proper tools, materials, methods, and safe practices in accordance with codes and standard practices of the trade. Provides guidance and direction to assigned trade helper and/or apprentice. Operates power driven and manually operated equipment and tools.
2. Interprets technical data from drawings, blueprints, schematics and service manuals.
3. Programs administrative security codes; card access codes; two-way radios/radio repeater frequencies; master clock codes and bell distribution schedule; Public Address paging attributes; security camera systems; CCTV cameras and related diagnostics.
4. Maintains records regarding materials, equipment and job assignments.
5. Ensures that assignments are completed in conformance with instructions and applicable codes in a timely and cost effective manner.
6. Tests and repairs circuit boards to component level using a variety of instruments such as oscilloscopes, multi-meters, signal tracers and generators, and radio frequency meters.
7. Provides technical direction and support to District offices in accordance with codes, and utilizing technological methods and advances of the trade.
8. Installs, configures and manages Department computers and local servers, as assigned.
9. Repairs and replaces telephone and data communication systems. Maintains and repairs large Digital PBX systems.

10. Performs other related tasks, as assigned.

### **PHYSICAL REQUIREMENTS**

This is medium-heavy work which requires the following physical activities: climbing, bending, stooping, kneeling, crouching, crawling, twisting, reaching, sitting, standing, walking, pushing, pulling, lifting, finger dexterity, grasping, feeling, hearing and visual acuity. The worker is exposed to heat and hazards. The work is performed indoors and outdoors. Work may be performed at high levels using tall ladders, scaffolding, bucket trucks, etc. and in confined, dark or hot spaces. May operate M-DCPS or personal vehicle for functions outlined in job description and to locations specified by work orders, or as otherwise directed.

### **MINIMUM QUALIFICATION REQUIREMENTS**

1. Written evidence of graduation from high school or equivalent and acceptable written evidence of four (4) years minimum of diversified "on the job" experience in the sound and telecommunications trade.

**AND**

Possession of one of the following: a valid FCC General Radio Telephone Operator License, Certified Electronic Technician Journeyman Certificate, Master Journeyman Burglar Alarm, Master Low Voltage, Master Antenna license or equivalent in Miami-Dade, Broward, Palm Beach, Monroe or Collier counties.

**OR**

Written evidence of graduation from high school or equivalent and acceptable written evidence of two (2) years minimum of diversified "on the job" experience in the sound and telecommunications trade.

**AND**

Successful completion of an acceptable 1400 hour Industrial Electronics Certificate or an Associate of Science Degree in Electronics or equivalent.

2. Ability to read, write and understand oral and written instructions.
3. Successful completion of the applicable M-DCPS trade skills test (6005).
4. Possession of a valid Florida Class E driver's license.
5. Satisfactory completion of a physical examination prior to hire.