Job Title: Security Telecommunications Specialist  
Exemption Status/Test: Exempt

Reports to: Supervisor Security Systems  
Date Revised: October, 2015

Dept. /School: Security & Telecommunications

Primary Purpose:
Ensure the district’s telecommunication systems are maintained in good functioning order by performing repair and preventive maintenance. Oversee all aspects of the telecommunication services by maintaining complete and accurate records.

Qualifications:

Education/Certification:
High School diploma  
NEC SV8500 and CCIS Certification, required  
Technical Certificate in Basic Networking (CCENT or Network+), preferred

Experience:
Minimum of five (5) years’ experience working on NEC telecommunications systems

Special Knowledge/Skills:
Knowledge of NEC telecommunication systems  
Knowledge of basic networking in telecommunications  
Knowledge of basic electronics principles  
Ability to troubleshoot basic telecommunication systems  
Ability to maintain databases in Microsoft Excel  
Possess valid Texas Class C driver’s license and prove insurability to operate district vehicles

Major Responsibilities and Duties:

Security and Telecommunications

1. Maintain and manage all primary telecommunication VOIP servers and PBX equipment by performing preventive maintenance and repairs as needed.
2. Maintain and manage backup files and configurations for all telecommunication equipment.
3. Maintain all telecommunication support equipment to include SMDR/911 server, DHCP/FTP servers, operator server/consoles and operator/dispatch voice recorders.
4. Maintain and manage all district voice mail servers and software by performing preventive maintenance and repairs as needed.
5. Maintain a database of telephone extensions. PRIs and copper trucks utilized by the district.
6. Perform new installations and changes as requested by district personnel.
7. Work with technology department to accomplish all networking needs of the telecommunication systems throughout the district.
8. Make regular visits to assigned campuses and provide support to administrators and staff as needed or requested.
9. Identify deficiencies in all low voltage systems assigned to the security department during campus visits and make repairs or report via district work order system.
10. Provide input on construction projects as required and perform walkthroughs to ensure all work is complete to district standards.
11. Maintain a spare parts inventory to be utilized to reduce downtime and outages.
12. Assist in design and planning of telecommunication equipment for any new construction.
13. Monitor activity and usage on the telecommunication network to evaluate abuse or anomalies that violate district use policy.
14. Meet with district departments as needed or requested to assist with optimizing their telecommunication needs and operations.
15. Ensure and verify that 911 infrastructure is functioning by performing preventive maintenance on a periodic basis.
16. Assist with any security issues as directed by the director of security and telecommunications.
17. Complete all work order records in a timely and complete manner by recording hours, costs and a detailed description of work completed.
18. Assist other electronic trades as needed to complete their assigned duties.
19. Adhere to district directives, policies and safety standards as they relate to daily duties.
20. Perform self-study and attend training to maintain technical proficiency on systems utilized by the district along the MINS and Emergency Operation training.
21. Demonstrate behavior that is professional, ethical and responsible, and serve as a role model for all district employees and staff, as well as students, parents, community members and guests of the district.
22. Perform other duties as assigned by supervisors within the line of authority.

Supervisory Responsibilities

None.

Mental Demands/Physical Demands/Environmental Factors

**Tools/Equipment Used:** Standard office equipment including personal computer and peripherals; telephone, cellular phone, copier/fax machine; calculator; school vehicle; radio communication equipment; hand tools; digital volt/ohm meter, power tools; safety equipment

**Posture:** Ability to stand and sit for prolonged periods of time; ability to climb a ladder; ability to kneel or crawl

**Motion:** Prolonged sitting and walking; twisting, reaching, pushing/pulling; overhead reaching

**Lifting:** Lifting up to 50 pounds (ladder weight) on a regular basis; light carrying under 20 pounds (tool bag) on a regular basis

**Environment:** Exposure to temperature extremes (hot or cold); exposure to humidity extremes; exposure to noise; exposure to low or intense illumination; exposure to vibration; exposure to biological hazards; exposure to chemical hazards; exposure to electrical hazards; work outside; prolonged exposure to sunlight; work on slippery or uneven surfaces; work alone; work prolonged or irregular hours

**Mental Demands:** Maintain emotional control under stress; work with frequent interruptions; climbing stairs; driving school vehicles; ability to exercise reasoning and problem-solving skills while under stress. Must demonstrate ability to communicate effectively (verbal and written)

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.