

Voice Communication Network Supervisor

Position Details

Class Code: 1547

Job Family: Information Systems

Classification: Support Professional

Terms of Employment: [Pay Grade 61 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under direction, supervises assigned staff and manages Clark County School District voice communications network (VCN) equipment; plans, coordinates, schedules, and supervises maintenance, rehabilitation, and modernization of VCN systems in District facilities.

Essential Duties and Responsibilities

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Assigns, schedules, supervises, and evaluates Voice Communication Network Technicians.
2. Evaluates VCN systems in-use; prepares plans, specifications, and cost estimates for systems in need of upgrades/replacement, as requested by the Telecommunication Services Coordinator.
3. Trains new staff on VCN system hardware, software, and vagaries.
4. Schedules ongoing maintenance of VCN systems; reviews reported problems; analyzes current system efficiency and schedules modifications/enhancements.

5. Assists in reviewing plans/specifications of equipment to be installed at new construction sites, building additions, and facilities requiring alterations of existing equipment.
 6. Assists in developing parameters for VCN equipment, data transmission, and fiber-optics using current technologies.
 7. Assists in reviewing/analyzing orders for VCN equipment, data transmission, and fiber optics.
 8. Initiates and coordinates outside vendor contracts.
 9. Supervises inventory requirements for VCN equipment, data transmission, and fiber optics.
 10. Coordinates department activities within the Technology and Information Systems Services Division (TISS) and with other departments.
 11. Reports major program/equipment failures and collaborates with service personnel in remedial actions.
 12. Maintains system installation/modification records used in preparing applicable reports.
 13. Installs and repairs VCN equipment during emergency situations, as needed.
 14. Provides input in assigned personnel evaluations.
 15. Conforms to safety standards, as prescribed.
 16. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Supervises Voice Communication Network Technicians and manages District VCN systems.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of VCN, data transmission, and communications systems.
2. Knowledge of telephony theory.
3. Knowledge of building construction and remodeling materials/techniques.
4. Ability to recognize, understand, and interpret local, state, and federal codes/regulations, including Universal Building Code (UBC), Uniform Plumbing Code (UPC), Environmental Protection Agency (EPA), Americans with Disabilities Act (ADA), etc.
5. Ability to troubleshoot/install VCN systems, software, and hardware.
6. Ability to distinguish color-coded wires.

7. Ability to read/understand schematics and building blueprints.
 8. Ability to read and interpret written/verbal instructions.
 9. Ability to learn and use computer software applications.
 10. Ability to work flexible hours/shifts.
 11. Ability to work in confined areas.
 12. Ability to withstand heights and perform work safely.
 13. Ability to work cooperatively with employees, contractors, agencies, and the public.
 14. Ability to recognize/report safety hazards and apply safe work methods.
 15. Possess physical and mental stamina commensurate with the responsibilities of the position.
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Position Requirements

Education, Training, and Experience

1. High school graduation or other equivalent (i.e., General Educational Development (GED), foreign equivalency, etc.)
2. Bachelor of Science degree in computer science, telecommunications, electrical engineering, or a related field, plus two (2) years' progressively-detailed work experience in telecommunications or information technology support; or, Two (2) years' college with a focus in computer science, telecommunications, electrical engineering, or a related field, plus four (4) years' work experience as described above; or, Six (6) years' work experience as described above.

Licenses and Certifications

1. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada. License must be maintained for the duration of the assignment.
2. Copy of current driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles (DMV) at the time of application or Qualified Selection Pool (QSP) placement and at the time of interview prior to final selection.

Preferred Qualifications

Experience working with a facilities support organization.

Document(s) Required at Time of Application

1. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.)
 2. Transcript(s) from an accredited college/university, if applicable.
 3. Copy of a valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
 4. Current copy of driving history (dated within six (6) months from date printed) issued by the DMV.
 5. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

District facilities – offices and schools (i.e., classrooms, computer labs, mechanical equipment rooms, cafeterias), construction sites, etc.

Work Environment

Strength

Medium/heavy – exert force of 50-100 lbs., occasionally; 25-50 lbs., frequently; 10-20 lbs., constantly.

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, stopping, kneeling, climbing, crouching, reaching, handling, and repetitive fine motor activities. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Hearing and speech to communicate in person, via video conference and computers, or over the telephone.

Vision: Frequent near and far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

Environmental Conditions

Varies from climate-controlled office settings to work outdoors with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

Hazards

Constant electrical shock hazards, furniture, playground/office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment.)

Examples of Equipment/Supplies Used to Perform Tasks

Servers, computers, hand/power tools, crimping tools, ladders, test equipment, fiber-optic tools, personal protective equipment (i.e., hard-hats, safety glasses, steel-toed footwear, etc.)

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 07/24/23
- Created: 03/07/13