

Communications Equipment Installer Assistant

Position Details

Class Code: 7194

Job Family: Information Systems

Classification: Support Professional

Terms of Employment: [Pay Grade 51 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under direction, may assist Communications Equipment Installers/Repairers in installing telephones, two-way voice communication systems, master/secondary clocks, television (TV) surveillance systems, data transmission systems, and fiber optics.

Essential Duties and Responsibilities

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

1. Assists Communications Equipment Installers/Repairers in installing, repairing, and maintaining telephones, two-way voice communication systems, master/secondary clocks, TV surveillance systems, data transmission systems, and fiber optics (digital, electro-mechanical, and analog systems).
2. Assists in preparing diagrams and sketches of system layouts.
3. Maintains system diagrams and sketches as on-site work is performed.
4. Assists in installing, repairing, and maintaining cables and communication wiring (copper, coax, and fiber optic).
5. May troubleshoot, repair, and maintain peripheral equipment (telephones, secondary clocks, surveillance equipment, cameras, etc.) to component level.
6. May troubleshoot, repair, and maintain circuits of head-in equipment (telephones, voice intercoms, surveillance, master clocks, etc.) to board level.

7. Uses computers to install and troubleshoot systems.
 8. Conforms to safety standards, as prescribed.
 9. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Involves assisting in installing, repairing, and maintaining telephones, two-way voice communication systems, automated and attendant voicemail, master/secondary clocks, TV surveillance systems, data transmission systems, and fiber optics.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of Electronic and Telephone Theories.
 2. Knowledge of computer software applications.
 3. Ability to read schematics and construction blueprints.
 4. Ability to interpret written and verbal instructions.
 5. Ability to safely move and relocate heavy objects.
 6. Ability to operate hand/power tools and equipment associated with position.
 7. Ability to distinguish color-coded wires.
 8. Ability to learn and use various software applications.
 9. Ability to work flexible hours/shifts.
 10. Ability to work in confined areas.
 11. Ability to withstand heights and perform work safely.
 12. Ability to judge when to work independently and when to refer problems to a supervisor.
 13. Ability to work cooperatively with employees, contractors, public agencies, and the public.
 14. Ability to recognize and report 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 (General Educational Development (GED), foreign equivalency, etc.).

2. Two (2) years' experience installing/repairing digital telecommunications equipment; or,
One (1) year of experience installing/repairing digital telecommunications equipment, and at least 20 credits of electronics coursework from an accredited college or university; or,
Graduation from an accredited vocational/technical school in electronics.

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. 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.
3. Safe driving record. Safe driving record must be maintained for the duration of the assignment.

Preferred Qualifications

None specified.

Document(s) Required at Time of Application

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

Clark County School District facilities – offices and schools (classrooms, computer labs, mechanical equipment rooms, cafeterias), construction sites (must comply with contractor's safety procedures/guidelines), 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, stooping, 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/far, and color vision. Vision to read printed and online materials, Video Display Terminal (VDT) screens, 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), power/hand-operated equipment and machinery (as related to specific assignment), and exposure to ultraviolet (UV) solder.

Examples of Equipment/Supplies Used to Perform Tasks

CCSD issued/personal vehicles, Hilti gun, Greenlee knockout sets, Genie lifts, electrical cable pullers, drill motors, computers, hand/power tools, soldering irons/guns, conduit benders, conduit, crimping tools, ladders, test equipment, and fiber optic tools.

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: 03/27/24
- Created: 01/17/88