

## **RIVERSIDE UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: MAINTENANCE AND OPERATIONS SPECIALIST – ELECTRONIC SHOPS (Range 31)**

#### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, perform a wide variety of highly skilled tasks related to Fire, Security, Video Surveillance, Paging, Bell Schedule, Audio/Visual, and Land Mobile Radio trades; evaluate work requests and distribute to assigned division staff; conduct inspections of work in progress and completed work to assure compliance with established guidelines and procedures; schedule and assign work to assigned crews. Provide technical support for site personnel via telephone or e-mail request.

#### **REPRESENTATIVE DUTIES:**

Prepare weekly backlog reports and under the direction of the Communications Trades Supervisor distributes daily assignments to the Fire, Security, Video Surveillance, Paging, Bell Schedule, Audio/Visual, and Land Mobile Radio trades technical staff. *E*

Provide in-service training for assigned personnel. *E*

Responsible for the collection of daily job assignments (work orders) from the Fire, Security, Video Surveillance, Paging, Bell Schedule, Audio/Visual, and Land Mobile Radio trades technicians and closing and inputting comments including technicians' notes into a computerized work order system. *E*

Diagnose problems and perform troubleshooting, repairs, calibrate Fire, Security, Video Surveillance, Paging, Bell Schedule, Audio/Visual, and Land Mobile Radio system equipment. *E*  
Provide recommendations of current District Standards of the Fire, Security, Video Surveillance, Paging, Bell Schedule, Audio/Visual, and Land Mobile Radio equipment. *E*

Assist in development and upgrading the latest Fire, Security, Video Surveillance, Paging, Bell Schedule, Audio/Visual, and Land Mobile Radio specifications.

Responsible for providing district specifications, inspection, and approval of new construction, and new district-wide projects, along with maintaining the latest Fire, Security, Video Surveillance, Paging, Bell Schedule, Audio/Visual, and Land Mobile Radio specifications in the District Standards book. *E*

Develop and maintain preventive maintenance schedules of all Fire, Security, Video Surveillance, Paging, Bell Schedule, Audio/Visual, and Land Mobile Radio systems. *E*

Troubleshoot, assist in the repairs, oversee and approve new installation of Fire, Security, Video Surveillance, Paging, Bell Schedule, Audio/Visual, and Land Mobile Radio equipment, order and maintain inventory of equipment and supplies. *E*

Perform preventive maintenance on Fire, Security, Video Surveillance, Paging, Bell Schedule, Audio/Visual, and Land Mobile Radio equipment. *E*

Responsible for conducting periodic physical inventory of Fire, Security, Video Surveillance, Paging, Bell Schedule, Audio/Visual, and Land Mobile Radio supplies and equipment. *E*

Program and update current Intrusion Alarm codes for all users. *E*

Run periodic computerized maintenance reports of all addressable fire alarm devices and schedule necessary preventive maintenance. *E*

Testing fire pumps weekly, testing fire risers annually. Replace fusible links to fire doors. *E*

Manage mobile patrol; virtual patrol. *E*

Perform data entry of Fire, Security, Video Surveillance, Paging, Bell Schedule, Audio/Visual, and Land Mobile Radio equipment as required in the computerized asset management database. *E*

Diagnose problems and arrange for repairs in the assigned maintenance area(s); travel to District locations to conduct inspections. *E*

Assist in the development of work schedules; assign tasks to workers.

Prepare reports on the condition of Fire, Security, Video Surveillance, Paging, Bell Schedule, Audio/Visual, and Land Mobile Radio trades systems. *E*

Respond to emergencies related to Fire, Security, Video Surveillance, Paging, Bell Schedule, Audio/Visual, and Land Mobile Radio equipment. Assist the responding authority in resolving, documenting, and securing the sites. *E*

Perform related duties as assigned.

## **KNOWLEDGE AND ABILITIES:**

### **KNOWLEDGE OF:**

The use and care of commonly used and specialized hand and power tools required in the installation, repair and maintenance of Fire, Security, Video Surveillance, Paging, Bell Schedule, Audio/Visual, and Land Mobile Radio at District facilities.

Telecommunication systems.

Energy Management Systems (EMS) as related to Fire and Security Alarms and CCTV.

Basic record-keeping techniques.

The use and care of commonly used electronic test equipment.

Safety practices working in confined space conditions.

Safety practices working on elevated platforms/ladders.

### **ABILITY TO:**

Interpret and abide by Fire Alarm Code.

Use Volt/ohm (VOM) meter, network analyzing tools and specialized test equipment to identify equipment problems and malfunctions.

Test Fire, Security, Video Surveillance, Paging, Bell Schedule, Audio/Visual, and Land Mobile Radio systems and new installations.

Use electrical hand tools during installations or repairs of Fire, Security, Video Surveillance, Paging, Bell Schedule, Audio/Visual, and Land Mobile Radio systems.

Use extension ladders, platform and bucket lifts during service calls and new installation.

Follow oral and written directions.

Read and interpret blueprints, diagrams, schematics, service manuals and installation instructions.

Perform skilled maintenance work.

Present oral and written reports.

Develop projected needs for labor, parts and equipment based upon estimated workload.

Operate light and medium weight vehicles.

Establish and maintain effective relationships with others.

Effectively operate a computer/laptop and commonly used job-related software programs.

### **EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and four years' experience in Fire, Security, Video Surveillance, Paging, Bell Schedule, Audio/Visual, and Land Mobile Radio system repair, including at least two years at a journeyman-level.

### **LICENSES AND OTHER REQUIREMENTS:**

Possess and maintain a valid and appropriate California driver's license.

### **WORKING CONDITIONS:**

#### **ENVIRONMENT:**

Indoor and outdoor environments.

Driving a vehicle to conduct work.

Subject to noise from sound and alarm equipment.

Exposure to adverse weather conditions.

#### **PHYSICAL ABILITIES:**

Seeing to diagnose problems.

Dexterity of hands, wrists and fingers to operate hand tools and specialized equipment for extended periods of time.

Reaching overhead, above the shoulders and horizontally.

Crawling, crouching and kneeling to conduct work.

Perform heavy manual labor.

Lifting, carrying, pushing and pulling heavy objects.

Climbing ladders and working from heights.

Hearing and speaking to exchange information and train staff.

Walking and Standing for extended periods of time.

Bending at the waist.

**HAZARDS:**

Working on ladders, lifts and or scaffolding at heights to perform work.

Working in cramped or restrictive work chamber.

Exposure to fumes from electrical soldering.

Electrical power supplies, battery voltage and high voltage.