



HESPERIA UNIFIED SCHOOL DISTRICT POSITION DESCRIPTION

LOW VOLTAGE TECHNICIAN

JOB PURPOSE STATEMENT: The job of Low Voltage Technician is done for the purpose of performing skilled low voltage work and analysis in designing, installing, and maintaining electrical systems/facilities and associated components; ensuring proper and safe operating condition of all electrical systems; providing information on proper operation of electrical systems; identifying location of existing electrical systems; determining the efficient installation of additional electrical systems and troubleshooting such systems; leading and/or coordinating other employees, or other applicable parties as required; and resolving electrical and construction-related operational and/or safety concerns.

Essential Job Functions:

- **Advises** assigned maintenance support personnel to ensure work is completed safely and accurately and in a timely manner
- **Analyzes** drawings to identify the location of new and existing electrical systems and to determine the efficient installation of additional systems
- **Coordinates** with administration and other trades to complete projects and work orders efficiently
- **Designs** systems and/or projects to meet various District maintenance and facilities needs
- **Estimates** materials and/or equipment needed to complete work projects to ensure timely completion of projects
- **Installs** low voltage systems (e.g., underground conduit, fire alarms, switchboards, audio/visual alarms, energy monitoring hardware devices, data drops, phone lines, etc.) to provide updated, enhanced, and/or upgraded low voltage capabilities
- **Maintains** accounts for budget purposes
- **Performs** unskilled and semi-skilled duties in other maintenance areas as necessary
- **Prepares** documentation to provide written support and/or to convey information
- **Procures** equipment, supplies, and materials to maintain availability of required items and complete jobs efficiently
- **Records** work orders, inspections, and purchases to document information for other personnel
- **Repairs** and maintains low voltage systems, including communications, and security/safety systems and equipment to ensure proper and safe operation
- **Responds** to emergency situations to resolve immediate safety concerns
- **Transports** various items (e.g., tools, equipment, supplies, etc.) to ensure the availability of materials required at the job site

Other Job Functions:

- **Assists** other personnel, as needed, to support them in the completion of their work activities
- **Attends** meetings, as assigned, to convey and/or gather information required to perform functions

Job Requirements - Qualifications:

Knowledge is required to perform math for appropriate practical applications, including, but not limited to, algebraic computations; to read technical information/schematics; to create and/or compose documents; to participate in panel discussions; to solve practical problems; and to deal with a variety of concrete variables.

Skills are required to perform multiple, highly complex, specialized technical tasks. Specific skills include applying pertinent codes, policies, regulations, and/or laws; communicating with persons of varied cultural and educational backgrounds; operating equipment used in profession; planning and managing projects; preparing and maintaining accurate records; and utilizing pertinent software applications.

Abilities are required to deal with a level of complexity of tasks that requires significant flexibility with people; to practice discretion, independent action, and judgment when using equipment and/or working with people; and interacting with persons and/or agendas that frequently change. Specific abilities include adhering to safety



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practices; being attentive to detail; meeting deadlines and schedules; demonstrating keyboard and computer literacy; and working under time constraints.

Responsibility. The scope of resources utilized is significant. Significant opportunity exists for significant impact (positive or negative) on the organization's mission. Work is not normally reviewed in detail.

Working Environment: The job functions are generally performed in an indoor/outdoor environment, requiring the following significant physical abilities: lifting a minimum of 50 lbs., carrying, pushing, pulling; climbing and balancing; stooping, kneeling, crouching; reaching, handling, fingering and/or feeling; sensory speaking, hearing and visual.

Educational Requirements: A high school diploma or equivalent is required.

Experience Requirements: Three years of job-related experience within specialized field is desirable. Additional coursework in related field is also desirable.

Licensing, Certification, Testing Requirements: Fingerprint/criminal justice clearance; Tuberculosis clearance; and a valid driver's license and evidence of insurability are required.

Revised 4/10/19

Revised 9/28/23; Board Approved 11/6/23