



## Human Resources Office

102 S. Hickory Avenue, Bel Air, Maryland 21014

Telephone: 410-588-5238

Email: [staffmanagement@hcps.org](mailto:staffmanagement@hcps.org)

[www.hcps.org](http://www.hcps.org)

September 22, 2021

AN EQUAL OPPORTUNITY

### VACANCY ANNOUNCEMENT

HCPS is committed to recruiting and retaining effective and diverse educators and staff to build a climate of student success and improve learning experiences for every child in every classroom.

### TELECOMMUNICATIONS TECHNICIAN Office of Technology and Information Systems

The Telecommunications Technician is responsible for the installation, maintenance, and repair of a full range of telecommunications equipment encompassing both analog and digital technologies, cabling, and other related systems and equipment.

#### DUTIES AND RESPONSIBILITIES INCLUDE

*These items are intended only as examples of the various types of job duties to be performed. The omission of specific duties does not exclude them from the position if the work is a similar, related, or logical assignment to the position.*

- Installs, maintains, troubleshoots, and repairs all telecommunications systems including key systems, Network IP based voice, PBX, PA systems, voice mail, wiring; conduits, cabling, battery backups and related equipment.
- Provides reports, assists with requests for new service, determines methodology for installing telephone service, determines appropriateness of moderate equipment changes or modifications, call switches, test trunks, test links, and installs communication circuits.
- Troubleshoots all telecommunications and circuit related problems and failures. Responds to job assignments such as work orders and trouble calls as required.
- Performs system adds, moves, and changes as required; ensures and performs appropriate related programming.
- Prepares and maintains reports and records such as inventory records by site and system, cable schematics, rack/closet configurations, and all related programming.
- Serves as vendor liaison with various telecommunications companies. Assists customers in meeting needs through current industry products and services.
- Communicates orally and in writing with departments, other system personnel, and vendors (e.g., to obtain and disseminate information, resolve discrepancies, respond to customer concerns, and maintain good working relationships in the course of assigned work, and to offer technical guidance and training to users on telecommunications equipment, services, etc.).
- Installs, repairs, splices, tests, and terminates various forms of telecommunications wiring and cabling to ensure proper impedance matching and connections between various pieces of electronic equipment.
- Prepares requisitions for purchase of stock and maintains parts inventory.
- Performs other work-related duties as assigned.

#### SALARY

Grade 9 of the Salary Schedule for AFSCME (\$45,350)

#### REQUIREMENTS

- Four year degree from an accredited college or university or equivalent; job specific training and job specific experience may be applied in lieu of degree.
- Two or more years of experience in the field or a related area. Cisco and Toshiba experience preferred.
- Hold and maintain a valid Class C driver's license.
- Proficient in the use of basic test equipment and repair tools.

- Ability to maintain records, travel between schools, and load and unload equipment.
- Must be able to perform the essential functions of the job including pulling wire in crawl spaces and overhead from ladders and scaffolding.
- Knowledge of telephone and telecommunications theory; telecommunications systems and equipment installation, repair, and maintenance; tools and equipment used in the installation, repair, and maintenance of telephone and telecommunications equipment; safe work practices and procedures.
- Understanding of analog and digital telephone technologies.
- Ability to analyze operational requirements and to assess telecommunications technology and capacity requirements.
- Excellent oral and written communication skills.
- Ability to schedule and prioritize work to accommodate customer needs while minimizing impact on current operations.
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Able to acquire and maintain a low voltage electrical license.

## HOW TO APPLY

Employment applications are accepted **online only**. To access the application, visit the Employment Opportunities section of the HCPS website at [www.hcps.org](http://www.hcps.org). If you have questions or require assistance to complete the online employment application, contact the Human Resources Office at 410-588-5238.

## DEADLINE

Online employment applications will be accepted **until filled**.

The Board of Education of Harford County does not discriminate on the basis of age, ancestry/national origin, color, disability, pregnancy, gender identity/expression, marital status, race, religion, sex, or sexual orientation in matters affecting employment or in providing access to programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

In accordance with the requirements of Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681, et seq.), Harford County Public Schools does not discriminate on the basis of sex in any of its programs or activities or with regard to employment. Inquiries about the application of Title IX, and its implementing regulations to Harford County Public Schools may be referred to Dr. Paula Stanton, Harford County Public Schools Title IX Coordinator, by mail to 102 S. Hickory Avenue, Bel Air, Maryland 21014, or by telephone to 410-809-6064 or by email to [Paula.Stanton@hcps.org](mailto:Paula.Stanton@hcps.org), or the Assistant Secretary for the Office of Civil Rights in the United States Department of Education by mail to 400 Maryland Avenue, SW, Washington, DC 20202 or by telephone 1-800-421-3481, or both.

**AFFIRMING EQUAL EMPLOYMENT IN PRINCIPLE AND PRACTICE**