



Job Description

Job Title: Low Voltage Wiring Technician
Department: Information Systems
Reports To: Director of Information Systems

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

SUMMARY: This position is primarily being responsible for a variety of wiring duties related to the operation of the City of Niceville. Coordinating the wiring of telecommunication and network systems to include alarm systems, access control systems, and CCTV systems. You may also be assigned other wiring projects such as cable installation, or computer network wiring. Work is performed using a high degree of independence under general direction of the Director of Information Systems.

ESSENTIAL DUTIES AND RESPONSIBILITIES The following are not to be construed as an exclusive or all-inclusive listing of skills and abilities required to perform the job. Management may delegate other responsibilities as required.

- Coordinates with project teams to plan, coordinate, and implement the wiring of the City network and telecommunication projects and other projects as needed.
- Provides technical expertise for installation, repair, maintenance, and movement of wiring equipment.
- Inspects electrical/fire alarm/security telecommunications systems and their components for the purpose of evaluating condition, identifying necessary repairs, and recommending preventive maintenance.
- Installs electrical system components as assigned for the purpose of providing enhanced and/or upgraded system capabilities.
- Participates in meetings, workshops, training, and seminars as assigned for the purpose of conveying and/or gathering information required to perform job functions.
- Updates and maintains technical documentation
- May be required to respond to emergency situations during and after hours and addresses immediate safety concerns.
- Assists in the resolution of data and voice connectivity problems and assists in the resolution of network-based application problems.
- Uses existing ticket/support request system to track, document, and resolve technical problems.
- Establishes effective working relationships with those contacted during the course of work, and communicates clearly, concisely, and effectively, both orally and in writing, with technical and non-technical individuals.
- Maintains currency with industry trends and voice and data communications technical solutions
- Manages multiple priorities and deadlines, and works effectively with minimum supervision.
- Tests telecommunication systems and trouble shoot any issues.
- Flexibility to work with others; work with data utilizing defined and similar processes; and operate equipment using a variety of standardized methods.

**The City reserves the right to revise or change job duties as the need arises. This job description does not constitute a written or implied contract of employment.

SUPERVISORY RESPONSIBILITIES: none

MINIMUM QUALIFICATIONS, TRAINING AND EXPERIENCE REQUIRED TO PERFORM

ESSENTIAL JOB FUNCTIONS: High School graduation, possession of an acceptable equivalency diploma (GED), or completion of a vocational school. Must have two years’ experience with low voltage installation or a focus on security access controls or., or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities. Four years is preferable.

Specific knowledge-based competencies required to satisfactorily perform the functions of the job include:

- Methods
- Techniques
- Materials
- Tools used in installation
- Troubleshooting
- Maintenance
- Repair of electrical systems/subsystems
- Understanding blueprints and schematics

PHYSICAL REQUIREMENTS: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

- Must occasionally lift and/or move up to 80 pounds and greater than 80 pounds using appropriate equipment
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Must occasionally work in heat, cold, and/or confined spaces
- May be required to bend, crawl, sit, or climb ladders and work from prone positions.

BACKGROUND CLEARANCE: The City of Niceville is a drugfree workplace therefore, all employees are required to take and successfully pass drug screenings in order to obtain and/or continue to work for the City. This position is identified “sensitive”, and will require a full background check clearance.

CERTIFICATES, LICENSES, REGISTRATIONS: Must possess such licenses as are required by state, city, and local code. Must possess a valid State of Florida Drivers’ License. As a possible condition of employment, based on City vehicle insurance requirement, maintain no driving violations on or off the job.

Employee Acknowledgement

Date

JOB DESCRIPTION

Name (print): _____

Supervisor: _____

Job Title: _____

Essential Job Functions: _____

Positional Tolerances:					
	Never	Occasional 1-33%	Frequent 34-66%	Constant 67-100%	Comments
Sitting					
Standing					
Walking					
Stair Climbing					
Ladder Climbing					
Repetitive Bending					
Sustained Bending					
Overhead Reach					
Sustained Reach					
Repetitive Reach					
Squat					
Crouch					
Crawl					
Kneel					
Twist					
Push/Pull					
Balancing					

Circle applicable PDC level of work: SED LIGHT MEDIUM HEAVY VHEAVY

Other Required Tolerances not listed above: _____

MATERIALS HANDLING				
	Occasional	Frequent	Constant	List Items
Lift	lbs	lbs	lbs	
Carry	lbs	lbs	lbs	
Push	lbs	lbs	lbs	
Pull	lbs	lbs	lbs	

Comments: _____

Doctor Name

Employee Signature

Date

Doctor Signature

Date