



OAKLAND UNIFIED SCHOOL DISTRICT  
Office of the Superintendent of Schools

May 28, 2014

Legislative File	
File ID Number:	14-0855
Introduction Date:	05/28/14
Enactment Number:	14-0902
Enactment Date:	5/28/14
By:	

TO: Board of Education

FROM: Gary Yee, Ed.D., Acting Superintendent   
Vernon Hal, Deputy Superintendent, Business and Operations  
Brigitte Marshall, Associate Superintendent, Human Resources Services and Support 

SUBJECT: Creation of Positions - Building & Grounds Department

- Technician, Alarm
- Technician, Telecommunications

**ACTION REQUESTED**

Approval by the Board of Education of Resolution No. 1314-1113--for the Creation of Technician, Alarm and Technician, Telecommunications – Building & Grounds Department.

**DISCUSSION**

As part of its ongoing work to revise and update the job classifications needed to implement the strategic plan, Human Resources Services and Support is presenting two new job classifications needed by the Building & Grounds Department. Technicians currently work under the broad "Electrician" job title, which requires both high and low-voltage experience. Pulling out the Technician job descriptions will allow Buildings & Grounds to capture candidates with the proper certifications and experience at the appropriate salary range of a candidate without high-voltage experience.

**Buildings & Grounds**

**Create**

Position Title/FTE

Technician, Alarm, Buildings  
and Grounds (1.0 FTE)

Salary Schedule/Range

Salary Schedule: B&GR

Range 7: \$55,456.89 - \$58,625.49

12 months, 261 days, 8.0 hours, or as assigned

**Funding**

Ongoing & Major Maintenance,  
Resource 8150-988

**Create**

Position Title/FTE

Technician, Telecommunications, Buildings  
and Grounds (1.0 FTE)

Salary Schedule/Range

Salary Schedule: B&GR

Range 7: \$55,456.89 - \$58,625.49

12 months, 261 days, 8.0 hours, or as assigned

Creation, Technicians Alarm and Telecommunications -B&G

Resolution No. 1314-1113

May 28, 2014

Page 1 of 4

**Funding**


Ongoing & Major Maintenance,  
Resource 8150-988

**BUDGET IMPACT**

This position will be funded by Ongoing & Major Maintenance monies.

**RECOMMENDATION**

Approval by the Board of Education of Resolution No. 1314-1113—for the Creation of Technician, Alarm and Technician, Telecommunications – Building & Grounds Department.

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**RESOLUTION  
OF THE  
BOARD OF EDUCATION  
OF THE  
OAKLAND UNIFIED SCHOOL DISTRICT  
Resolution No. 1314-1113**

- Buildings & Grounds -

**Create**

- Technician, Alarm, Technician, Telecommunications -

**WHEREAS**, it is the goal of the Oakland Unified School District to ensure organizational effectiveness, efficiency and accountability to further student achievement; and

**WHEREAS**, it is the intent of the District to develop a structure which focuses on providing high standards of service and increasing accountability across the system; and

**WHEREAS**, the position aligns with the District's priority of a Full Service Community School District and to enhance servicing our students, schools and community, and

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Education hereby creates Technician, Alarm and Technician, Telecommunications Positions- Buildings & Grounds, attached hereto, and confirms said position's placement on the salary schedule/ranges, as stated herein, effective 12:01 a.m., May 29, 2014, as follows:

**Buildings & Grounds**

**Create**

Position Title/FTE

Technician, Alarm, Buildings  
and Grounds (1.0 FTE)

Salary Schedule/Range

Salary Schedule: B&GR

Range 7: \$55,456.89 - \$58,625.49

12 months, 261 days, 8.0 hours, or as assigned

**Funding**

Ongoing & Major Maintenance,  
Resource 8150-988

**Create**

Position Title/FTE

Technician, Telecommunications, Buildings  
and Grounds (1.0 FTE)

Salary Schedule/Range

Salary Schedule: B&GR

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12 months, 261 days, 8.0 hours, or as assigned

**Funding**

Ongoing & Major Maintenance,  
Resource 8150-988

**BUDGET IMPACT**

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Creation, Technicians Alarm and Telecommunications -B&G

Resolution No. 1314-1113

May 28, 2014

Page 3 of 4

**RECOMMENDATION**

Approval by the Board of Education of Resolution No. 1314-1113--for the Creation of Technician, Alarm and Technician, Telecommunications – Building & Grounds Department and,

**BE IT FURTHER RESOLVED,** that the Board authorizes 2.0 FTE for the positions as so stated above.

Passed by the following vote:

AYES: Jody London, Jumoke Hinton Hodge, Roseann Torres, Christopher Dobbins, Vice President James Harris, President David Kakishiba

NOES: None

ABSTAINED: None

ABSENT: Anne Washington

I hereby certify that the foregoing is a full, true and correct copy of a Resolution passed at a Regular Meeting of the Board of Education of the Oakland Unified School District held May 28, 2014.

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**OAKLAND UNIFIED SCHOOL DISTRICT**

*[Signature]*  
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 David Kakishiba  
 President, Board of Education

*[Signature]*  
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 Dr. Gary Yee  
 Acting Superintendent and Secretary, Board of Education

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# OAKLAND UNIFIED SCHOOL DISTRICT

## Position Description

<b>TITLE:</b>	<b>Technician, Alarm</b>	<b>REPORTS TO:</b>	<b>Assigned Supervisor</b>
<b>DEPARTMENT:</b>	<b>Buildings and Grounds</b>	<b>CLASSIFICATION:</b>	<b>Classified</b>
<b>FLSA:</b>	<b>Non-Exempt</b>	<b>WORK YEAR/HOURS</b>	<b>261 days/8.0 hours (FT) or as assigned</b>
<b>ISSUED:</b>	<b>Created: May 2014</b>	<b>SALARY GRADE:</b>	<b>B&amp;GR 7</b>

**BASIC FUNCTION:** Under the direction of assigned supervisor, perform technical work in the repair and maintenance of a wide variety of District equipment, including but not limited to, fire and intrusion alarm systems, access control, low voltage controls; perform periodic testing of fire and intrusion systems according to State Fire Marshall requirements and applicable City and County codes.

**REPRESENTATIVE DUTIES:** (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to reflect the principal job elements accurately.)

### ESSENTIAL FUNCTIONS

Layout, install and service fire and evacuation, burglar alarm.

Perform specialized technical work in the repair, adjustment, replacement, modification and routine maintenance to fire and intrusion systems, alarm systems, and other equipment; perform preventive maintenance as assigned.

Evaluate, repair and maintain equipment including fire and intrusion alarm systems and related components; perform periodic testing of fire and intrusion systems according to State Fire Marshall requirements and applicable City and County codes.

Provide technical support to remodels, additions and deferred maintenance projects; test and install electronic systems in offices, classrooms and portables; assure compliance to State, County and District laws, rules and regulations.

Monitor the fire and security system work of outside contractors to ensure that the projects are satisfactory completed and within local, state, federal and District codes, regulations and specifications.

Estimate cost and time for major upgrades, repairs and installation of equipment and systems; provide testing of sample equipment proposed for purchase; make recommendations related to the purchase of new systems.

Interpret and work from blueprints, sketches, plans and specifications to determine the efficient installation of new or upgraded systems; conduct plan review for new and remodel projects.

Provide technical assistance to District personnel, staff and others in the use of equipment and systems; inspect and test equipment to determine source and feasibility of repair.

Operate and maintain a variety of specialized tools and test equipment related to alarm repair work.

Contact support company to assist in troubleshooting problems connected to the system.

Maintain appropriate parts inventory; order, prepare requisitions or requests for parts and supplies.

Maintain related records as required.

Drive a light truck; transport a variety of tools, equipment and supplies to ensure the availability of materials required at job site.

Attend and participate in approved meetings, conferences and seminars to maintain current knowledge of advances in the field.

Respond to emergency after-hour calls as assigned.

Coordinate and work with personnel from other areas to complete assignments.

Perform related duties as assigned.

### **MINIMUM QUALIFICATIONS**

**TRAINING, EDUCATION AND EXPERIENCE:** Any combination equivalent to: graduation from high school supplemented by college-level course work or vocational training in alarm equipment repair and five years experience in the repair and maintenance of fire, intrusion and communications systems using a variety of electronic test equipment.

Simplex, Grinnell, Bosch and Fire Lite Certification a plus

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

Must possess (or possess within 6 months of employment) a valid California Division of Apprenticeship Fire/Life Safety Technician Certification or pass the California Division of Apprenticeship Fire/Life Safety Technician exam.

California State Certification for dry chemical testing and recharging as required by the Title 19 Safety Code.

California State Marshal Certification of Registration

Valid California Driver's license with no restrictions which would preclude driving on the job is a continuous requirement

Employment eligibility will include fingerprints, tuberculosis and/or other employment clearance

### **KNOWLEDGE AND ABILITIES**

#### **KNOWLEDGE OF:**

Applicable federal, state, and District codes, regulations, policies and procedures governing work scope

Electronic and electrical theory, principles and practices

Working knowledge and/or experience with Simplex Fire Systems

Working knowledge and/or experience with Bosch Fire and Intrusion Systems

Working knowledge and/or experience with Notifier, Fire Lite and Grinnell Fire Systems (preferred)

Fire detection and intrusion alarm systems

Safety methods, practices, rules and regulations related to the trade

Methods, tools and procedures used in the operation, repair and maintenance of electronic equipment including fire and intrusion and communications systems

Methods and procedures for storing equipment, materials and supplies

Safety practices and precautions

Proper lifting techniques

Basic record-keeping techniques

Interpersonal skills using tact, patience and courtesy

Diverse academic, socio-economic, cultural, ethnic, and disability backgrounds of District students

English usage, grammar, spelling, and punctuation

Computer software, hardware, and related technology

#### **ABILITY TO:**

Locate sources of problems by using a variety of test equipment

Repair, maintain and troubleshoot a variety of equipment including fire and intrusion

Order parts and supplies and maintain inventory

Maintain records and files

Schedule and perform work to meet established time lines

Work independently with minimal supervision

Establish and maintain effective and cooperative working relationships with others

Communicate effectively with others

Work from blueprints, sketches or other drawings

Observe legal and defensive driving practices

Maintain current knowledge of technological advances in the field

Maintain work pace appropriate to given workload

Organize priorities and work under limited supervision

Speak, read and write English at a level required for satisfactory job performance

Use a breathing respirator as needed

Maintain consistent, punctual and regular attendance

See to distinguish colors

Operate personal computer, related software, and other office equipment

**WORKING CONDITIONS**

**ENVIRONMENT:**


Indoor and outdoor setting; school and central office sites; working around machinery with moving parts; construction areas; exposure to electrical power supply; driving a vehicle to conduct work; fast-paced work; constant interruptions; Climb ladders and work from heights; emergency call out.

**PHYSICAL REQUIREMENTS:**

Strength and energy sufficient to maintain a rigorous work schedule involving driving and/or continuous, heavy physical exertion; hearing and speaking to exchange information; seeing to perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate tools and equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to make repairs; lifting heavy objects.

**NON-DISCRIMINATION POLICY:**

The Oakland Unified School District does not discriminate in any program, activity, or in employment on the basis of actual or perceived race, religion, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, sex, or sexual orientation.

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# OAKLAND UNIFIED SCHOOL DISTRICT

## Position Description

<b>TITLE:</b>	<b>Technician, Telecommunications</b>	<b>REPORTS TO:</b>	<b>Assigned Supervisor</b>
<b>DEPARTMENT:</b>	<b>Buildings and Grounds</b>	<b>CLASSIFICATION:</b>	<b>Classified</b>
<b>FLSA:</b>	<b>Non-Exempt</b>	<b>WORK YEAR/HOURS</b>	<b>261 days/8.0 hours (FT) or as assigned</b>
<b>ISSUED:</b>	<b>Created: May 2014</b>	<b>SALARY GRADE:</b>	<b>B&amp;GR 7</b>

**BASIC FUNCTION:** Under the direction of assigned supervisor, the Telecommunications Technician is responsible for telephone hardware and cabling infrastructure support, trouble shooting, daily repair and maintenance of the telephone environment, related communications equipment and intercom/bell/clocks/speaker systems. The Telecommunications Technician is responsible for the maintenance and installation of voice wiring. Will provide timely resolution, provide technical guidance to end-users and support general operations.

**REPRESENTATIVE DUTIES:** (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to reflect the principal job elements accurately.)

### ESSENTIAL FUNCTIONS

Install, diagnose, program, and repair a variety of analog, digital telephone, IP switches, intercom/bell/clocks/speaker systems and related equipment at schools and other district sites.

Install, terminate, test and troubleshoot voice cable systems.

Suggest problem resolution strategies related to cable infrastructure problems.

Use a variety of test equipment for repairs and computers for diagnosis and programming needs.

Monitor the telecommunications work of outside contractors to ensure that the projects are satisfactory completed and within local, state, federal and District codes, regulations and specifications.

Install and relocate telephone and intercom/bell/clocks/speaker systems and equipment as directed by assigned supervisor.

Install and repair of voice and intercom/bell/clocks/speaker wiring with full knowledge of Category 5-6 (or standard) copper wire and fiber optic cabling requirements.

Operate hand and power tools.

Determine needs and order materials for the maintenance or replacement of equipment or systems.

Make labor and materials cost estimates.

Work from blueprints and schematic diagrams.

Confer with contractors regarding the installation and repair of lines and equipment.

Maintain records including time, inventory, stock usage, and items repaired or in need of repair.



Respond to emergency repair needs.

Provide assistance to end-users by demonstrating the operation of telephones, intercom/bell/clocks/speaker and voice mail services.

Attend and participate in approved meetings, conferences and seminars to maintain current knowledge of technological advances in the field.

Coordinate and work with personnel from other areas to complete assignments.

Drive a light truck; transport a variety of tools, equipment and supplies to ensure the availability of materials required at job site.

Perform related duties as assigned.

### **MINIMUM QUALIFICATIONS**

**TRAINING, EDUCATION AND EXPERIENCE:** Any combination equivalent to: graduation from high school supplemented by college-level course work or vocational training in telecommunications equipment repair and three years experience in the installation and repair of telephone switches and voice systems. Training in electronics, intercom/bell/clocks/speaker and communication systems may be substituted for experience.

Telephone Company experiences a plus.

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

Manufacturer's certification is desirable

Valid California Driver's license with no restrictions which would preclude driving on the job is a continuous requirement

Employment eligibility will include fingerprints, tuberculosis and/or other employment clearance

### **KNOWLEDGE AND ABILITIES**

#### **KNOWLEDGE OF:**

Applicable federal, state, and District codes, safety codes, regulations, policies and procedures governing work scope

Telephone company facilities including trunks, ISDN, and T1

Telecommunication terminology

Analog and digital station equipment

Category 5-6 (or current standard) cabling and termination

Fiber optic cable requirements and termination

All standards of phone/data transmission wiring, repair and termination

Proper color coding for wire installation

Record-keeping and report preparation techniques

Diverse academic, socio-economic, cultural, ethnic, and disability backgrounds of District students

Interpersonal skills using, tact, patience and courtesy

Reading and writing English communications skills

Computer software, hardware, and related technology

#### **ABILITY TO:**

Install, program, troubleshoot, and repair a variety of telephone switches, and intercom/bell/clocks/speaker and related electronic communications equipment

Provide technical training and support to District staff in the use of telecommunications equipment, intercom/bell/clocks/speaker and related systems

Expand telephone networks and related systems

Operate specialized test equipment and hand and power tools

Map strategies to solve problems

Read blueprints, plans and specifications

Communicate with various customers in the school environment

Communicate effectively both orally and in writing

Establish and maintain effective working relationships with others

Understand and follow oral and written instructions

Meet schedules and timelines

Maintain records

Read, apply and explain rules, regulations, policies, and procedures.

Stay current with the changes in the telecommunications and cabling field

Work independently with little direction

Operate personal computer, related software, and other office equipment

**WORKING CONDITIONS**

**ENVIRONMENT:**

Indoor and outdoor setting; school and central office sites; working around machinery with moving parts; construction areas; exposure to electrical power supply; driving a vehicle to conduct work; fast-paced work; constant interruptions; emergency call-out

**PHYSICAL REQUIREMENTS:**

Strength and energy sufficient to maintain a rigorous work schedule involving driving and/or continuous, heavy physical exertion; hearing and speaking to exchange information; seeing to perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate tools and equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to make repairs; lifting heavy objects.

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