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Low Voltage Technician

JOB CODE	JOB FAMILY	PROFILE
JCV426	**Trades, Crafts and Other Skilled Work**	**Low Voltage Technician**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Hourly	**$21.15 - $30.13**	**August 15, 2026**

The Low Voltage Technician, under the direction of the assigned supervisor, performs journey-level low-voltage electrical work. Performs repair upgrades and installs new low voltage automated building control systems for fire and security systems, video surveillance, access control systems, public announcement systems and telephone cable systems.

Job Description

DUTIES AND RESPONSIBILITIES

- Inspects, repairs, installs, tests, services and maintains low voltage systems, including but not limited to fire control systems, security systems, video surveillance, access control systems, public announcements systems and telephone cable systems.
- Wires new construction and modifies remodel phase for low-voltage equipment, appliances and lighting.
- Installs or replaces necessary interior and exterior wiring for low-voltage equipment.
- Estimates materials and approximate time required for installation(s); provides cost estimates for assigned projects to include time, labor, parts, supplies and equipment.
- Maintains records and lists work orders, requisitions, and equipment and maintains inventory of all required equipment and parts.
- Implements a preventive maintenance schedule for assigned equipment.

- Prepares service orders, documents repair history, prepares and maintains records of work performed; submits reports as requested.
- Assists electricians performing work related to automated building control systems.
- Maintains a clean work area during and after the completion of duties.
- Reads blueprints, works from sketches, plans, drawings and specifications on layout of electronics; assists in the preparation of specifications for electronic systems and equipment.
- Performs other job-related duties as required or assigned.
- *The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.

MINIMUM QUALIFICATIONS

- High school diploma or GED.
- Minimum of four (4) years of training and/or experience to demonstrate journey-level skill in low-voltage systems.
- Applicant must possess a valid New Mexico Journeyman License in one of the following: ES-3J or ES-7J.
- Must have knowledge of methods, equipment and materials used in the installation, maintenance and repair of low-voltage equipment and systems.
- Must have knowledge of occupational hazards and standard ability to read, interrupt, prepare schematics and wiring diagrams.
- Must be able to perform skilled work safely and proficiently using a variety of hand tools and power equipment associated with the repair, maintenance, construction, installation and troubleshooting of low-voltage systems.
- Must have the ability to carry out the safety rules and policies established by the department.
- Must have the ability to communicate in both oral and written English.

*Any equivalent combination of related education and/or experience may be considered for the above requirements.

SUPPLEMENTAL INFORMATION

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successful completion of a post-offer employment medical examination and background investigation.
- Adherence to all County safety guidelines.
- Complete all FEMA training(s) assigned to this position.

- Possession of a valid New Mexico driver's license by the date of hire and maintenance of a valid license while employed in this position.
- Complete required supervisor training, if applicable.

WORKING CONDITIONS

- Duties are performed indoors, estimated at 50%.
- Indoor duties are performed in a temperature-controlled environment; however, worker is exposed to natural weather conditions while working outdoors 50% of the time.
- Outdoor surfaces include natural ground, concrete, asphalt, ramps, stairs, and/or decks.
- Employee is exposed to snow, wind, possible lightning, and extreme cold and heat.
- Employee is exposed to high voltage (maximum than 120 volts) during inspections, safety checks, maintenance, and repair when the circuit must remain energized. Technician must follow safety procedures while working on energized equipment.
- Work may include those of a correctional facility environment with exposure to noise and dangerous situations that could involve serious bodily injury and other health hazards.

EQUIPMENT, TOOLS, AND MATERIALS

- Employee handles writing utensils, various paperwork, files and reports in the documentation of work.
- Employee operates a county vehicle.
- Employee utilizes various hand tools, voltmeter, ohmmeter, and other test instruments.
- Employee handles ladders, scaffolds, drills, hand tools, pipe benders, saws, fuse pullers, aerial lift truck, hydraulic lift truck, personnel lift, portable generator etc.
- Employee operates two-way radio, utilize beeper, and safety equipment, including eyewear, safety shoes, hard hats, fire extinguishers, first aid kits etc. Lockout/Tagout and other related safety procedures.

NOTE

- You are not required to disclose information about physical or mental limitations that you believe will not interfere with your ability to do the job. On the other hand, if you want the employer to consider special arrangements to accommodate physical or mental impairment, you may identify that impairment in the space provided and suggest the kind of accommodation that you believe would be appropriate.

MENTAL FUNCTIONS

- Must be able to ask questions of supervisor and be able to listen to and follow verbal directions in English.
- Must be able to understand and follow written and verbal directions in English.
- Must be able to give and receive verbal and written directions in English.

- Must be able to speak and write clearly in order to communicate information essential to the performance of technician duties.
- Must possess good judgment for quick action in emergency situations, including electrical hazards or extreme weather conditions.
- Must possess the adaptability to perform a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.
- Employee must have the mental ability to read blueprints, schematics, and diagrams.

PHYSICAL FUNCTIONS

- Occasional = up to 33%, Frequent = up to 66%, Constant = up to 100%
- Must be able to stand/walk for up to eight (8) hours per day.
- Must be able to sit frequently while driving County vehicle.
- Must be able to kneel and crouch for short periods of time on a frequent basis as needed to install or repair equipment or lines.
- Must be able to bend at the waist or twist/rotate waist as needed on a frequent basis. Bending, twisting and rotating can occur on a constant basis for short durations when performing essential duties.
- Must be able to push/pull with arms with sufficient force to pull cable through housing and conduits. Force depends upon type of cable and conduit being utilized and length of cable being pulled.
- Must be able to lift three (3) rolls of wire or cable of over 100 pounds with assistance.
- Must be able to use hands and fingers to grasp/manipulate equipment and materials in a bilaterally coordinated manner in performing essential duties.
- Must be able to use finger dexterity in the use of machines and hand tools required of a low voltage technician.
- Must be able to coordinate the use of hands and eyes in the performance of essential duties.
- Must have sufficient eyesight to be able to perform essential duties.
- Must be able to use legs and feet to stand/walk, climb/descend stairs, ramps, ladders, and scaffolding when performing essential duties.
- Must have sufficient balance to climb ladders and perform duties on top of high towers, ladders, or scaffolds.
- Employee must possess extremely quick reflexes in order to evaluate and act upon emergency situations when an emergency arises.
- Employee must have color discrimination abilities.

Additional Description

This job profile is classified as safety-sensitive. Employees with safety-sensitive job profiles are subject to pre-employment, reasonable suspicion, post-accident, return-to-duty, and random drug & alcohol testing in accordance with the organization’s Drug and Alcohol Testing Policy.

Duties that require a Commercial Driver’s License (CDL), firearm(s) use, or are otherwise regulated under the Federal Aviation Administration (FAA), Federal Motor Carrier Safety Administration (FMCSA), or the Omnibus Transportation Employee Testing Act, are subject to all applicable federal drug and alcohol testing requirements. Employees in these federally regulated positions must comply with all DOT testing procedures, including enrollment in a DOT-compliant random testing pool.