

TELECOMMUNICATIONS EQUIPMENT TECHNICIAN I

This is skilled work in the installation, maintenance, and repair of variety of telecommunications devices.

Employees, working within a telecommunications organization, install, maintain, and repair electronic telephone systems, computer terminals, switching equipment, complex PABX systems, modems, trunk and distribution amplifiers, printer, direct station signaling consoles, and associated hardware and cabling. Employees coordinate with users, equipment vendors, telephone companies and electrical contractors or the physical plant to install new systems. Employees use a variety of electronic test equipment, such as signal level meters, network interfaces, 50/70 test equipment, sweep system, voltmeters, and telephone test sets, to trouble-shoot and determine equipment or connectivity problems. Employees perform other duties as required.

I. DIFFICULTY OF WORK:

Complexity - Employees assemble, calibrate, install, perform preventive maintenance, trouble-shoot, and repair a variety of electronic devices used in telecommunications. The majority of the work is device oriented requiring the use of a variety of electronic test equipment to accomplish the work. Some systems installation and maintenance is required.

Guidelines - Industry standards, device specific guides and schematics, diagnostic software, and manufacturer's manuals are used; however, judgement must be exercised occasionally in unusual or emergency situations not covered in the supplied documentation.

II. RESPONSIBILITY:

Accountability - Employees are responsible to the end users for the timely installation, maintenance and repair of equipment. Employees are expected to complete all tasks in a timely manner with minimal interference with the user's work process.

Consequence of Action - Failure to provide appropriate installation or repair will cause loss work time or work stoppage for the end users.

Review - Routine duties are performed independently with review only upon completion of a project. The more critical assignments are reviewed during the process and upon completion of the project.

III. INTERPERSONAL COMMUNICATIONS:

Subject Matter - Explanation of initial operation and care for equipment is required for the end users during the installation of equipment. Primary communications occur between employees and supervisors to discuss work procedures.

Purpose - Internal communications are to clarify assignments and special requirements. Employees communicate with clients to clarify needs and to explain actions.

IV. OTHER WORK DEMANDS:

Nature of Working Conditions - The majority of the work is accomplished within a maintenance shop, in general office areas, crawl spaces in ceilings or in basements. Work may be confined to small wiring closets and mechanical rooms. Employees may be exposed to dirt, asbestos, insulation fibers, exposed water and steam pipes, and other electrical/electronic devices in these environments.

Nature and Potential of Personal Hazards - Employees are exposed to low and high voltage electrical cables, equipment and wiring while working with electronic equipment and the associated cabling.

V. RECRUITMENT STANDARDS:

Knowledge, Skills, and Abilities - A working knowledge of electronics theory; fundamentals of physics and mathematics as applied to electronics. Considerable knowledge of the installation, maintenance and repair of computers, printers, modems, cables, telephone systems, switching equipment, and other related equipment. Ability to trouble-shoot and make repairs on a variety of telecommunications devices. Ability to read technical reference manuals.

Minimum Training and Experience Requirements - Graduation from a two-year technical school, trade school, or industrial school in electronics and two years of experience in the installation, maintenance and repair of telecommunications equipment or an equivalent combination of training and experience.

Degrees must be received from appropriately accredited universities.

Special Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this class, but may not be applicable to all positions.