



**POSITION DESCRIPTION**

<b>JOB TITLE:</b> Telecommunication Technician <b>Job Class:</b> 3642		
<b>DATE</b>	<b>DEPARTMENT OR SCHOOL</b> School and Community Services	<b>DIVISION</b> Facilities and Maintenance Services
<b>BARGAINING UNIT:</b> Local 1616		<b>FLSA STATUS:</b> <input type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
<b>Pay Schedule:</b>	<b>Pay Range:</b>	<b>Management Approval:</b>
<b>POSITION SUMMARY and PURPOSE:</b> (Describe the general nature and level of work performed by this position.) Coordinate telecommunication projects and install/repair telecommunication equipment and wiring systems including telephone/PBX, LAN/WAN, MATV, video surveillance, access control and public address systems.		

**Major Duties & Responsibilities:** Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

- NOTE:** An essential function must meet the following criteria:
- 1) The reason the position exists is to perform that function,
  - 2) No other employee is available to perform that function,
  - 3) The function is highly specialized, and
  - 4) Removing the function would fundamentally alter the job.

1. Coordinate various telecommunication projects by meeting with customers to define project goals, prepare proposals and establish budgets, develop plans and specifications, coordinate and inspect work performed by contractors, process project closeout documentation including O&M manuals, as built diagrams and contractor payments.
2. Install and repair telecommunication wiring systems consisting of unshielded twisted pair (UTP), coaxial, shielded twisted pair (STP) and fiber optic cable.
3. Install and repair various telecommunication systems equipment.
4. Actively supports the MPS Strategic Plan.
5. Performs other duties as assigned.

<p><b>SUPERVISION RECEIVED:</b> (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)</p> <p>Project coordination and repair functions are assigned, reviewed and approved by a Supervisor.</p>
<p><b>SUPERVISION EXERCISED:</b> (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.)</p> <p>Coordinates the work performed by contractors, prepares plans and specifications, inspects completed</p>

work and approves payment requests.

**JOB REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

**Education Requirements** (Include certificates, licenses, and/or registrations required.)

Successful completion of a minimum of six courses in digital electronics/telecommunications technology.

**Experience Requirements**

Minimum of two years experience in installation and repair of the telecommunication equipment and systems listed in the position summary.

**Knowledge, Skills, and Abilities**

Effective oral and written communication and presentation skills are required. Skill at organizing resources and establishing priorities. Experience supervising staff and managing budgets is required. Excellent teamwork skills are essential. The ability to develop effective working relationships with diverse individuals at all levels is required. Must have excellent planning and organizational skills. A strong working knowledge of computer applications to include MS Office software, Hyperion, ESIS and the MPS Portal is required. Must be able to juggle numerous responsibilities with varying deadlines. The ability to gather data, compile information and prepare reports is required.

**WORKING ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

Sufficient physical condition to lift, move, disassemble/reassemble equipment weighing up to 75 lbs. Must be able to climb and work from ladders and scaffolding up to 75 feet in height. Work requires pushing, pulling, bending, crouching, stopping, reaching, walking, standing, sitting, stair climbing and full dexterity in both hands.

**THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.**