

CLASS TITLE: TELECOMMUNICATIONS TECHNICIAN I

PURPOSE OF THE CLASSIFICATION: Under general supervision performs installation, maintenance, and technical repair work involving various types of electronic and microprocessor based telecommunications, safety and security equipment; and other related assigned duties.

ESSENTIAL TASKS:

- Performs installation, preventative maintenance, and repair work involving various types of stationary and mobile telecommunications equipment, safety equipment, security systems, and other types of electronic and microprocessor based equipment
- Maintains test equipment, tools, communication towers, and facilities associated with operational concerns of the City departments
- Maintains and updates work records and provides work reports or diagrams as necessary

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from high school or possession of a General Educational Development Certificate (GED) supplemented by successful completion of an approved two (2) year training course in electronics and telecommunications technology or other related field and two (2) years of related work experience; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128. Refer to the Telecommunications Technician Criterion Progression Document for additional requirements.

Knowledge, Abilities and Skills: Good knowledge of the operating principles of various types of telecommunications electronic and microprocessor based equipment; good knowledge of testing, maintenance, installation, and repair practices of such equipment; good knowledge of the safety hazards and precautions of electrical and facilities maintenance work; and some knowledge of the theories, design practices, and systems engineering requirements of telecommunications equipment. Ability to analyze and diagnose problems in telecommunications and other types of equipment; ability to work in hazardous and/or high locations; ability to install, maintain, design, modify, and repair a variety of solid state equipment; and the ability to courteously and tactfully communicate with fellow workers, supervisors, other members of the organization, and the public in giving and receiving information. Skill in the use of various tools and equipment of the trade.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; frequent lifting up to 50 pounds; occasional carrying, pushing, and pulling up to 50 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, handling, feeling, climbing, and smelling; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operator's License. Requires possession of a FCC General Radio-Telephone License or certification from an accredited testing agency within one (1) year from date of hire or BICSI Apprentice Certification as appropriate.

WORKING ENVIRONMENT: Working environment is primarily indoors and occasionally outdoors and in inclement weather.

Class Code: 3536

EEO Code: N-03

Pay Code: IT-20

Group: Engineering, Planning, and Technical

Series: Communications Operations and Maintenance

Effective Date: February 13, 2003