

CLASS SPECIFICATION FOR
Communications Systems Technician

GENERAL STATEMENT OF DUTIES: Develops and provides an in-house maintenance and service program for County communications systems; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: The employee in this class is responsible for providing the full range of telephone services for County offices and building, including installing, moving, repairing, maintaining and making feature changes. The incumbent receives assignments and general supervision from the Communications Systems Manager or Deputy Director of General Services for Communications.

EXAMPLES OF WORK (illustrative only):

- Services County telephone system, installing, moving, maintaining, repairing and making feature changes;
- Repairs telephones and systems components;
- Maintains system cable plans and updates as necessary;
- Updates telephone system computer programs as necessary;
- Assists the Communications Systems Coordinator as directed in servicing and maintaining other communications systems and equipment;
- Performs related work as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of the practices, procedures, techniques and materials utilized to provide the required services; good knowledge of the principles of electrical, electro-mechanical and electronic theory as relate to the equipment and systems; ability to read and interpret wiring diagrams and schematic plans; proven manual skills and manual dexterity; ability to work effectively and courteously with others, including other County employees, customers and outside vendors; ability to complete forms and to write reports.

MINIMUM EDUCATION AND EXPERIENCE: Possession of an associate's degree in electronics or a related field and two (2) years of experience in working in related telephone/communications installation, service and repair; OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

ADDITIONAL REQUIREMENTS: Possession of a valid driver's license issued by the State of Virginia. May require possession of a valid Virginia Commercial driver's license, with endorsements and without restrictions.

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Revised 03/22/01
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This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.