Classification Specification for Classified Service

**Title:** Telecommunications Equipment Installer & Repairer (NE)  
**Pay Scale Group:** 70 1

**Essential Function**

Under general supervision from a designed administrator, responsible for providing support for telecommunications and network devices, audio and video equipment, and related transmission equipment and systems which typically are integrated with or interconnected to larger systems.

**Characteristic Duties**

Install, repair, troubleshoot, maintain, relocate, and/or modify telecommunications (voice, data and video) equipment and/or systems;

Ensure that equipment and systems in assigned areas are in good condition and are properly maintained; perform equipment and system set up including necessary interconnections and performance monitoring;

Provide technical set up of teleconferencing system; maintain equipment and/or system malfunctions and perform corrective actions; research system/equipment malfunction history; analyze and adjust equipment to restore proper operation; reconfigure and test newly installed systems;

Coordinate repair, maintenance and/or equipment or system modification through vendor resources; act as vendor liaison; test and configure equipment and/or systems following service procedures;

Repair voice and data circuit problems; install and test cabling; resolve circuit issues;

Assist in planning and implementing installations and/or facility layouts; assist with determining routing and placement of cabling, wiring, etc.; perform physical installation (e.g., wiring, cables, microwave/satellite communications modules, components, sound systems and necessary interface cards);

Participate in system enhancement and equipment evaluation and planning; plan, estimate, and order equipment and materials necessary for project completion; recommend equipment/system configuration and interface alternatives; prepare equipment purchase recommendations and cost justification;

Document and/or log equipment/system installation and/or modifications; configure systems to optimize operations, meet connectivity needs and future expansion requirements;

Other related duties as assigned.

**Minimum Qualifications**

Associate's degree in Computer Science, Information Technology, Computer Engineering, or a relevant degree –or one (1) years of related experience; or a combination of relevant education and three (3) years of experience. Has knowledge of commonly-used concepts, practices, and procedures within a particular field; contributes through performance of routine or repetitive activities and tasks.