

Sul Ross State University

Position Description

Official Title:Telecommunications Specialist/Electronics Technician **Salary Group:**11 **Job Code:** 6513

Summary

Function: Telephone services and electronics repairs.

Scope: Troubleshoot, repair, and maintain voice communications equipment. Responds to daily repair requests related to telephone services, which includes all adds, moves, and changes.

Duties

Essential: Install new phones, phone lines, and cables for campus voice communications following established University standards; ensures that installations meet industry standards and regulations; process work orders issued for telephone system repairs; repairs, tests, installs, customizes, or maintains telecommunications components; uses various manuals and electronic test, measurement, and diagnostic equipment to identify telecommunication problems; implements corrective measures; performs system moves and changes; maintains records of system performance and operations; maintains working relations with the telephone companies used throughout the communication network with regard to proper operation, installation, and maintenance of lines.

Non-Essential: Follow through with work orders received for repairs of cable TV system, and other requests.

Supervision

Received: From the Director of Infrastructure Services.

Given: As assigned.

Education

Required: High School or vocational school graduate.

Preferred:

Experience

Required: Three years experience in the telecommunications field; experience in electronics or telecommunications installation and maintenance.

Preferred: Experience working with cable TV, telephone systems and computer hardware.

Equipment/Skills

Required: Ability to use telecommunications tools; knowledge of telecommunications wiring standards; color codes, and basic telephony.

Preferred: Cable TV test equipment and cable television cabling devices and standards; knowledge of data processing and telecommunications principles, equipment, procedures, terminology, standards and wiring technologies; knowledge of network operating system; skill in use of telecommunications test

equipment and PC; ability to coordinate, install, operate, and test telecommunication equipment; analyze diagnose and resolve telecommunication problems; interpret technical information; implement corrective procedures according to manual directions; effectively communicate technical information to staff.

Working Conditions

Usual: Current driver's license and driving record acceptable to the University must be maintained as a condition of employment. Position is Security Sensitive.

Special:

Any qualifications to be considered in lieu of stated minimums require the prior approval of the Human Resources Director.

Date revised: September, 2013