

The University of Akron
Classification Specification

Job Title:	Telecom Technician I	Job Code:	T43521
Job Function:	Staff	Grade:	216
Job Family:	Classified	FLSA:	Non-Exempt
SOC Description:	3000 Information Technology Division	Date:	1/08;1/05;1/04;7/00

Job Summary:

Assist with installing, monitoring, maintaining, and testing the University voice, video, and data network including the PBX telephone system, peripheral equipment, cables and circuits for the computer data network. Assist with establishing satellite downlinks and monitoring for performance and makes corrections as necessary.

Essential Functions:

40% Install, troubleshoot, maintain, and test the telephone network which includes the PBX system, peripherals, and external connections.

30% Install, troubleshoot and test the cable plant, fiber optics, and copper for the University data network.

15% Establish satellite downlinks and monitors downlinks for performance and make corrections as necessary.

10% Maintain the cable plant for all other signaling types including HVAC, security, swipe card readers for locking systems and food services.

5% Prepare documents and reports pertaining to the campus cable plant and circuits.

Education:

Requires 18 months of education or training beyond high school.

Licenses/Certifications/Requirements:

Valid Driver's License.

Experience:

Requires a minimum of 2 years experience maintaining a major PBX voice system, including installing, terminating, and testing telecommunications equipment such as copper, fiber optics, and coax. Requires excellent computer knowledge, communication and customer service skills.

Leadership:

No authority or responsibility for the supervision of others.

Physical Requirements:

Moderate physical effort required involving long periods of standing, walking on rough surfaces, bending and/or stooping; periodic lifting of moderately heavy items (over 25 lbs. -- 50 lbs.).

Working Conditions:

Routine discomforts from exposure to moderate levels of heat, cold, moisture/wetness, noise and air pollution. May involve routine/occasional exposure to light chemical substances or hazards (radiation, chemicals, diseases, heights and moving parts).

The intent of this classification specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description. The University requires that all University employees whose assigned duties include some involvement with The University of Akron's intercollegiate athletics program, comply with all relevant NCAA Bylaws in performing their work.