

Job Specification Form

Job Title: Telecommunications Mechanic I

Department: Telephone Installation and Maintenance

Reports To: Project Manager

FLSA Status: Exempt Non-Exempt

JOB SUMMARY (what must be accomplished and equipment used to perform job functions such as computers, tools, machines, materials, etc.)

Will be responsible for telephone installation and repair.

ESSENTIAL JOB FUNCTIONS (duties and responsibilities and percentage of time spent performing functions).

Must be familiar with all aspects of telephone installation and repair. Inside and outside.
Installs telephones, telephone cable (Key Cable and Station Wire, Outside Cable). Must be familiar with telephone cable color code.
Install LAN cables (Cat6), terminate and test.
Must be familiar with telephone testing and repair and LAN testing and repair.
Clean and refurbish used telephone sets.
Fiber optic cable installation and repair.
AutoCAD experience helpful not required.

QUALIFICATIONS (what is required to perform the job, i.e. education, experience, skills, etc.)

A good knowledge of Telephony and Networking.
Must have and maintain a Secret Security Clearance.

EDUCATION (minimum necessary to perform job satisfactorily)

High School Graduate/GED:		
<input type="checkbox"/> Associate's Degree	Minor	Major
<input type="checkbox"/> Bachelor's Degree:	Minor	Major
<input type="checkbox"/> Master's Degree:	Minor	Major
<input type="checkbox"/> Graduate Degree:	Minor	Major
Other: Trade School, Specialty Studies, Training, etc.:		

CERTIFICATES, LICENSES, REGISTRATIONS:

Must have a valid driver's license and good driving record.

WORK EXPERIENCE (minimum experience required to perform job satisfactorily; may include preferred/desired experience):

Five years or previous telephone installation and repair work.

KNOWLEDGE, SKILLS, ABILITIES (requirements to perform job satisfactorily, i.e. basic computer or math skills, or specific software knowledge, 10-key/calculator skills, or ability to read and write English, or ability to reason/problem solve, etc.):

Must be able to read and write English.
 Must be self-motivated individual able to work with others or alone.
 Must be an Excellent Customer service oriented person.

PHYSICAL DEMANDS (demands that are representative of those that must be met by an employee to successfully perform the essential job functions of this job, i.e., percentage of time employee must lift, stand, sit, climb, stoop, reach, hear, etc.):

Must be able to lift 50 pounds 10%, Climb Ladders 20%, Stoop 20% Reach 30% stand 10% and sit 10%. Good hearing a must.

WORK ENVIRONMENT (characteristics that are representative of those an employee encounters while performing the essential functions of this job, i.e. environmental factors such as noise levels, temperature, ventilation, lighting, safety hazards, etc.):

Must be able to perform tasks in all environments.

SUPERVISORY RESPONSIBILITIES:

None.

Completed By: Human Resources	Completed Date: 10/27/08
Reviewed By:	Review Date:
Approved By (Supervisor):	
Approved Date:	
Employee Name:	
Signature:	