

**Franklin County Board of Commissioners
Classification Specification & Job Description**

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| CLASSIFICATION TITLE: Telecommunication Technician | CLASS NUMBER: 30301 | FLSA: Non-Exempt |
| AGENCY/DIVISION: Public Facilities Management | JOB TYPE: Full Time, Classified | PROBATION PERIOD: 120 |
| BARGAINING UNIT: AFSCME | PAY GRADE: A7 | POSITION CONTROL #: 032613 |
| POSITION LOCATION: 373 S High Street, Lobby, Columbus, OH 43215 | TYPICAL WORK SCHEDULE: Monday – Friday 8:00 AM – 5:00 PM | SUPERVISOR (PCN): IT Project Manager (032600) |
| JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED: | | |

CLASSIFICATION PURPOSE:

The primary purpose of the Telecommunication Technician position is to install, test, repair and maintain county telephone systems and devices as well as peripheral network materials.

JOB DUTIES:

Install, test, repair, and maintain county telephone systems and devices (e.g. telephones, peripheral network materials, cables, telephone lines, data lines). Troubleshoot and repair problems by testing equipment, network, and lines. Install, test, and verify low voltage cabling. Prepare electronic records and documents on jobs that have been completed. Maintain parts and supplies, complete files. Prepare work areas to protect office equipment and furniture. Transport equipment to and from work areas. Take appropriate measurements of the building and offices to determine telephone equipment and data lines. Maintain regular and predictable attendance.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

MAJOR WORKER CHARACTERISTICS:

Knowledge of inventory control; safety practices; agency policy and procedures. Skill in skilled trade; equipment operation. Ability to deal with problems involving several variables in familiar context; define problems, collect data, establish facts and draw valid conclusions; add, subtract, multiply and divide whole numbers; calculate fractions, decimals and percentages; recognize safety warnings; complete routine forms; maintain accurate records; demonstrate agility; demonstrate strength to move objects from one location to another.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Any equivalent combination of relevant training and experience including but not limited to: High School Diploma or GED, with three (3) years of experience in the operation and maintenance of telecommunications systems.

Additional Requirements

Must maintain a valid Ohio driver's license.

Supervisory Responsibilities

None required.

UNUSUAL WORKING CONDITIONS:

May be required to wear personal protective equipment (PPE) to perform duties.

Acknowledgement of Receipt:

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

Employee Name

Employee Signature

Date