

COMMUNICATIONS EQUIPMENT MECHANIC*

Function of Job:

Under general supervision of designated supervisor, to install, repair and maintain complex and sophisticated communications equipment.

Characteristic Duties and Responsibilities:

1. Working from work order information, blueprints, circuit diagrams, schematics and/or floor plans, install, test and troubleshoot communications equipment, including voice and data lines, using a variety of hand tools.
2. Maintain and/or repair communications equipment in both central and remote locations.
3. Relocate or make changes to existing communications equipment.
4. Maintain inventory of necessary communications materials, including wire and telephone parts.
5. Assist in training of users to operate equipment properly, including demonstrations when necessary.
6. Assist in daily operation of communication system hardware.
7. Assist in transfer of data from source documents to computer via data entry devices.
8. Assist in various supporting tasks of data base administration including system directory, station moves and charges, student accounting records, system backup and security, etc.
9. Perform other related duties as assigned.

Minimum Acceptable Qualifications:

1. High school graduation and one year of specialized training in electronics or related field.
2. One year of experience utilizing electrical/electronic skills to maintain, install and/or repair communications equipment.
3. Willingness to respond to emergencies at other than normal working hours.
4. Ability to read, interpret and work from drawings and sketches.
5. Willingness to learn or previous knowledge of, data entry and computer hardware systems.
6. Knowledge of blueprints, electrical schematic diagrams and circuit drawings.
7. Ability to compute voltage amperage and resistance factors.
8. Ability to observe, learn and analyze complex electronic systems.
9. Ability to communicate effectively with members of the campus community.
10. Be physically able to work with heavy cable reels, climb ladders, work in cellars, attics, manholes, off high reach bucket trucks and in offices, using a wide variety of hand and power tools.
11. Must possess a valid operators license and be able to operate University owned vehicles.
12. Sufficient strength and physical dexterity to perform duties and responsibilities of this job, including heavy work.
13. Must be able to wear and use appropriate personal protective equipment as necessary.

4/30/93

System Approval

4/30/93

Effective Date

This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.

* Revised - Original approved 2/14/87 and 9/24/92