



OHIO
UNIVERSITY

**Classification and Qualification
Standards**
**Telecommunications
Technician 1**

ADMINISTRATIVE/TECHNICAL ROLE

Career Series: Communications	Job Code: 11123 Grade: C	Date Established: 8/2001 (Rev. 10/2001)	FLSA Category: NON-EXEMPT
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JOB SUMMARY

Under immediate supervision, the entry level Telecommunications Technician 1 follows established procedures, resolves routine questions and problems, and refers more complex issues to higher-level technical staff. This classification requires working knowledge of installation and maintenance of telecommunications and/or electronic equipment in order to learn and assist with less complex tasks relating to voice, data, and video communication systems.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Learns to install, maintain, and troubleshoot voice and data network infrastructures, data connections, and security/vending systems.
2. Assists with configuring network equipment to implement design specifications and configuration congruency.
3. Learns to test and certify each installed connection.
4. Maintains logs, charts, diagrams and testing data.
5. Assists in diagnostic and analysis procedures in troubleshooting and repair of network outages.
6. Assists with training student employees.
7. Performs other duties as assigned.
8. Assists in the monitoring of the local and wide area networks.
9. Assists in all wiring requirements.

Worker Characteristics (knowledge, skills & abilities to perform the job duties)

Knowledge of telecommunications; installation and maintenance of telecommunication and/or electronic equipment; computer software (e.g., databases; diagnostic and networking software; Visio; Excel; Word); computer hardware systems (e.g., PC systems; networking tools; testing equipment); computer operating systems (e.g., Windows; DOS; Macintosh); analog and digital diagnostic and repair techniques; and training and development techniques*. Skill in operation of computer; and peripheral machines (e.g., scanner; printer; modem). Ability to interpret technical material in books, journals, or manuals; learn to troubleshoot telecommunication problems; and assist with diagnostic and analysis procedures.

(*developed after employment)

Minimum education & experience required (including training, registration & licensure)

- Formal education in basic math skills.
- 6 months training or 6 months experience in operation of hand and power tools.
- Ability to read and follow directions.
- Or equivalent of the education and experience listed above.

This job specification describes the general nature and level of work being performed by people assigned to this classification. Employees may perform some or all of these duties. Examples listed do not preclude the performance of other duties similar in nature or in level of complexity.