



UNION JOB DESCRIPTION

TITLE: Communications Technician Helper

DEFINITION:

Under the direction of the Telecommunications Superintendent or designee and a Communications Technician, participates in on the job training to learn to install, repair and maintain communication and miscellaneous electronic equipment for the District.

DISTINGUISHING CHARACTERISTICS:

This position is an entry-level position where the incumbent is required to complete on-the-job training. This position is a step progression position with time requirements and with more responsibility assigned as experience is gained. Incumbents are expected to obtain an FCC license within 1 year from job start date. If license is not obtained within required time period, the incumbent will be held at the 3rd 6 month step and will be placed in a layoff status and the provisions of the CBA will apply. Related industry certifications and testing will be required upon completion of courses.

BASIC RESPONSIBILITIES:

1. Ensures a safe and neat telecommunications shop area.
2. Coordinates information and inquiries from other District departments and customers to appropriate Telecommunications Shop personnel.
3. Works with manufacturers, distributors, and other District departments regarding the shipping and receiving of related equipment. Maintains adequate supply of material and related equipment in the Telecommunications Shop. Organizes and inventories related parts and tools.
4. Maintains accurate records.
5. Learns and completes 900 MHz radio installs and cellular phone installations.
6. Learns 900 MHz system theory and Smartnet Operations.
7. Conducts basic RFI/TVI investigations independently and assists Communications Technicians with complex RFT/TVI investigations upon completion of related on-the-job and technical training on tools and interference theory.
8. Performs miscellaneous electronic repairs and preventative maintenance on small electronic devices (e.g. cell phones, name others, telephones, radios, headsets, batteries, etc.).
9. Assists Communications Technicians in the installation and repair of Fiber Optic items.
10. Learns to perform SCADA (RTU) installation, troubleshooting and repair.
11. Learns communications transport architecture and troubleshooting of communications paths via radio, leased lines, microwave or other method.
12. Learns and performs basic telephone moves, adds and changes.
13. Participates in tower climbing training.

OTHER RESPONSIBILITIES:

1. Attends related local and remote training courses.
2. Participates in on-the-job training in the various functional areas of telecommunications.
3. Uses training manuals and CDROM training tools to learn related technology/job duties.
4. Performs associated duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- General electronic theory.
- Tools, materials and equipment of the trade.
- Methods, equipment and materials used in the service and installation of electronic equipment.
- Computer related software and computer peripherals.
- Occupational hazards and safety regulations of the trade.
- Basic recordkeeping.

Ability to:

- Physically perform duties of the job.
- Participate in tower climbing training in excess of 300 feet.
- Work at heights from platforms and boom trucks.
- Distinguish all colors used to identify conductors in multiple pair communications cables.
- Learn and operate a variety of specialized tools and equipment associated with the trade.
- Lift and carry 50 pounds.
- Learn to interpret and apply related rules, codes, policies and procedures.
- Learn to read and interpret schematic, wiring and digital drawings.
- Learn and identify and isolate electrical and/or electronic problems and equipment malfunctions.
- Learn and use office automation (word processing, spreadsheet, e-mail, etc.) to produce documents, reports, spreadsheets, etc.
- Analyze and resolve related problems.
- Work independently and in teams.
- Obtain knowledge and skills via reading and studying equipment and product manuals.
- Successfully completes necessary industry certifications and testing upon completion of various training.

Education/Experience:

- High School diploma or equivalent.

License or Certification:

- Valid Washington State Driver's License.
- Obtain a valid FCC license or equivalent certification within 1 year from job start date.
- Obtain a valid CPR certificate within 3 months from job start date.
- Obtain a valid First Aid certificate within 3 months from job start date.
- Successful completion of a lifting and carrying exercise.
- Successful completion of a basic computer operation test.
- Successful completion of color blindness test.

WORKING CONDITIONS:

- Work is performed in both an indoor and outdoor environment.
- Position requires driving to meetings, job sites, etc.
- Individual may be exposed to adverse weather conditions.
- Position may require, lifting and carrying up to 50 pounds, climbing structures in excess of 300 feet and working in confined areas.
- Individual may work in areas near high voltage equipment and around equipment generating loud noises.