

TELEPHONE TECHNICIAN TRAINEE

DISTINGUISHING FEATURES OF THE CLASS: This is a trainee position during which an incumbent acquires necessary certificates to perform at the journey level. This work involves highly skilled technical work in the service, maintenance, repair and installation of the County telephone system. Under the direct supervision of the Telecommunications Manager, an employee in this position performs all modifications, moves, changes and installations of telephone service for all County facilities. Employees are also responsible for preventative maintenance of telephone equipment. Does related work as required.

TYPICAL WORK ACTIVITIES:

Responds to trouble reports from departments and performs required remedial actions;
Performs scheduled moves, changes and additions to telephone systems;
Maintains, repairs and installs telephones, key systems, wire, cable, jacks and telephone apparatus;
Performs scheduled preventative maintenance on lines, trunks and switches;
Assists Telephone Technician in planning moves, changes and additions to telephone systems;
Programs and key systems for all moves, adds and changes to telephone systems;
Prepares and maintains records and reports including service, repair and maintenance records;
Maintains inventories of repair items and tools;
Interprets oral and written instructions including technical manuals, drawings, blueprints and specifications;
Performs bench repair of station apparatus and returns defective equipment.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of telephone switching principles, practices and terminology;
Good knowledge of switch database preparation;
Ability to trouble shoot and repair, electronic key, key and station apparatus;
Ability to install PBX, key, cable, wire and station equipment;
Ability to read and interpret technical manuals, schematics drawings and blueprints;
Ability to operate hand tools such as volt/Ohmmeter, drills, screwdriver;
Ability to communicate effectively both orally and in writing;
Good judgement;
Physical condition commensurate with the demands of the position.

TELEPHONE TECHNICIAN TRAINEE--contd.

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MINIMUM QUALIFICATIONS: Two years experience in the installation and repair of PBX, key, cable, wire and station equipment.

SPECIAL REQUIREMENT AT TIME OF APPOINTMENT: Possession of the appropriate level Motor Vehicle Operator's License.

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COMPETITIVE