

TELEPHONE MAINTENANCE WORKER

DISTINGUISHING FEATURES OF THE CLASS: The work involves performing technical maintenance work related to the installation, enhancement and repair of the county government telephone system. Work is carried out in accordance with established procedures and involves installing, moving and modifying the existing telephone system. Work is performed under the general supervision of a higher level employee. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform some of all of the following, as well as other related activities not described.

Installs, moves and modifies existing telephone equipment located in county buildings; this may include, but is not limited to: connecting telephones, terminal blocks, wiring, laying and running riser cables, testing equipment to ensure working order and required software modifications;

Utilizes various diagnostic equipment such as DB level meter and volt-ohm meter to process service orders;

Maintains, per manufacturer's recommendations and specifications, most County telecommunication systems and equipment;

Calculates material costs and hours required to complete service requests;

Upon completion of a project, advises supervisor of the amount of material and time used;

Diagnoses and repairs user problems with telephones, systems and related equipment;

Determines sources of user problems and implements corrective action to resolve problem.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of technical data concerning telephone systems; good knowledge of all phases of telephone installation; working knowledge in basic electronics; working knowledge of volt-ohm and digital meters; ability to work independently; ability to get along well with others; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and three (3) years of work experience which involved the installation and repair of telephone systems and related equipment.

Note: College level study in the field of electronics may be substituted, on a year for year basis in which thirty (30) credit hours equals one year of experience, for up to one year of the above experience.

ULSTER COUNTY
7231 TEL MTC WK
Classification: Competitive

Adopted: August 31, 1993

Telephone Maintenance Worker
Grade: 9
Union: CSEA

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