

## **TELECOMMUNICATIONS/NETWORK SPECIALIST**

### DEFINITION

Under general direction, to manage, service, repair, design, install and maintain District-owned telecommunications network; work with Information Services workgroup to install, repair and maintain wide area network hardware (voice, data, video) over T1; and to do related work as required.

### EXAMPLES OF DUTIES

Manage telecommunications on a widely distributed network. Maintain a current knowledge of telecommunications technology in the design and redesign of telecommunications infrastructure (voice, data and video), in order to keep the District telephone network up to current standards. Participate in the negotiations of contracts with vendors as a technical advisor. Install, program, troubleshoot and maintain voice mail and call processing, to include Siemens phone mail systems. Order installation of all telephone service from the telephone company and coordinate the installation of circuits for the District and remote sites. Primary point of contact for the District with the telephone company in the installation and repair of voice and data circuits. Monitor the integrity and continuity of voice and data circuits, and contact responsible vendors to correct problems and monitor adherence to maintenance service agreements. Install, program, troubleshoot and maintain Wide Area Network hardware, Adtran: Atlas, TSU600, TSU100, HP switches, HP hubs, and Routers. Interpret technical manuals.

### QUALIFICATIONS

#### Knowledge of

Advanced telecommunications concepts, applications and installations. Theory and operation of LAN and WAN hardware and software. Digital PBX switch programming, associated with telecommunications network administration. Working knowledge of all wiring protocols used with the District telecommunications and data systems. Trunks for voice and data. T1 DS3, ATM on District owned telecommunications infrastructure, and on wide area network. Oral and written communication skills. Record keeping techniques.

#### Ability to

Apply the responsibilities of the system manager for Enterprise Communication Systems, including Siemens Rolm CBX. Monitor the performance of the telecommunications network. Modify the operating and telephone data in the CBX's memory and maintain accurate records regarding the data. Troubleshoot basic problems on the network. Evaluate the overall performance and service of the CBX. Install telecommunication and data communication equipment. Diagnose telecommunication and data communication problems and defects and make repairs. Make telecommunication and data communication recommendations for current and future use. Read schematic, telephone and data communication wiring diagrams. Read blueprints. Keep records and prepare reports. Understand and carry out oral and written instructions. Use computers to manage telecommunications network. Work cooperatively with others.

### Experience

A combination of four years of increasingly responsible experience in the installation, maintenance, and repair of telecommunication and data communication systems and equipment, to include CBX's and Enterprise Communication Systems.

### Education

Equivalent to the completion of the twelfth grade, supplemented by specialized course training in telephone systems or communication systems.

### Physical Performance Requirements

Frequent heavy lifting and maneuvering of up to 50 to 60 pounds with occasional lifting and maneuvering of up to 100 pounds with or without assistance. Frequent walking. Lifting is often combined with twisting, bending, climbing, crawling, stooping and squatting. May work on irregular surfaces or at heights above the ground.

### Licenses

Possession of a valid and appropriate California Driver's License required.  
Installers Certification for Category 5 Installation, Termination and Performance.

Board Approved: July 11, 1989

Revised: February 11, 1997

Revised: December 12, 2000, effective January 1, 2001

Revised: December 10, 2002, effective January 1, 2003

Revised: June 8, 2004, effective July 1, 2004

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