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JOB DESCRIPTION

Telecommunications Technician II

**Definition of Class**
Incumbent is responsible for providing appropriate telephone service to the campus, including making changes, repairs and making new installations, when requested. Work is conducted in accordance with accepted and clearly established procedures. Incumbent works under the direct supervision of the Systems Engineer and supervises student workers.

**Examples of Work Performed**
Installs telephone and data circuits.

Places telephone jacks in correct location for user needs.

Tests telephones to ensure proper working condition, tests lines and cable pairs.

Maintains and repairs telephones and data circuits.

Tests and re-tests lines and circuits to ensure that repairs have been properly made.

Works with cable color code.

Performs similar or related duties as assigned or required.

**Essential Functions**
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Installs, maintains, and repairs telephone and data circuits.
2. Tests telephones, lines, and cables to ensure proper working condition.
3. Tests and re-tests lines and circuits to ensure that repairs have been properly made.

**Minimum Qualifications**
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

**Physical Exertion:** The incumbent may be required to lift up to approximately 100 pounds.
Vision: Requirements of this job include close vision and color vision.

Speaking/Hearing: Ability to give and receive information through speaking and listening.

Motor Coordination: While performing the duties of this job, the incumbent is frequently required to sit; stand; walk; talk and hear; use hands to finger, handle or feel; climb or balance; stoop, kneel, crouch, or bend; and reach with hands and arms.

Experience/Educational Requirements:

Education:
High School Diploma or equivalent (GED).

AND

Experience:
Two (2) years of related basic electronics or digital electronics experience and/or completion of an apprenticeship program.

AND

Licensure:
Valid Mississippi Driver’s License.

Background Check Requirements
This position requires a background check upon hire.

Interview Requirements
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

Rev. 04/02/2015

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