JOB DESCRIPTION

Head-End Technician

Definition of Class
Incumbent in this position performs experienced level work in the maintenance of the campus cable television system. Incumbent monitors, tests, repairs, and replaces equipment utilized in the campus cable television system. Incumbent works under the general supervision of the Senior Systems Engineer.

Examples of Work Performed
Maintains video equipment for the campus system by monitoring and testing, including identifying procedures to optimize performance of the campus cable television system.

Identifies and locates problems on the campus cable television system and participates in repairing and replacing defective equipment or cables as needed.

Evaluates current system regularly to determine what equipment is needed to keep the system operating at peak efficiency, including making recommendations to the supervisor.

Attends seminars/conferences, reads manuals and articles to stay abreast of the latest technology/equipment and to improve knowledge of trends for the future.

Assists with installation and termination of fiber optic cable, twisted pair cable, and jacks.

Supervises subordinate employees in the general course of work.
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. Maintains integrity of equipment for system by monitoring and testing; evaluates system needs and makes recommendations to supervisor.

2. Repairs or replaces defective equipment or cable; assists with various technical duties regarding the campus cable system.

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 stand; walk; use hands to finger, handle or feel objects, tools or controls; stoop, kneel, crouch or bend; and reach with hands and arms. The incumbent is periodically required to talk and hear. The incumbent is occasionally required to climb or balance.

Experience/Educational Requirements:

Education:
Graduation from a standard four-year high school or equivalent (GED).

AND

Experience:
Two (2) years of experience related to the above described duties; one (1) of the two (2) years must be in the head-end equipment field.

AND

Licensure:
Valid 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.

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