JOB DESCRIPTION

Telecommunications Facilities Specialist

Definition of Class
This is a supervisory position in which the incumbent is responsible for maintaining the campus cable television system and compiling and entering data into the Computer Aided Drawing Design (CADD) system. Incumbent also assists the outside plant staff in the installation, moving, and maintenance of facilities.

Examples of Work Performed
Monitors cable television system for performance and integrity. Identifies steps and procedures to correct problems and optimize performance of the system. Performs proper repair to correct problems.

Determines the needs of the campus for cable television services. Evaluates needs and determines steps necessary to satisfy needs. Suggests steps to supervisor.

Assists supervisor in designing outside plant facilities. Enters data from field notes into the computer. Interprets data. Prints drawings when requested.

Facilitates repairs by using test equipment. Assists in installing and maintaining hard line television cable, fiber optics cable and twisted pair cable. Operates bucket truck when needed.

Maintains currency of technology in fiber optics, twisted pair wire/cable, and cable television equipment.

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 cable television system by monitoring and testing on a regular basis.
2. Repairs and replaces defective equipment, parts, or cable.
3. Evaluates needs and make recommendations to supervisor for new services, enhancements, and maintenance problems.
4. Enters field notes into computer system on a timely basis.
5. Assists outside plant staff in installation, maintenance, and general duties. Assists with the fiber optics, twisted pair facilities, and cable television facilities.
6. Maintains currency of technology in regards to fiber optics, twisted pair, and cable television equipment.

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

**Experience/Educational Requirements:**

- **Education:**
  High School Diploma or equivalent (GED).

  AND

- **Experience:**
  Two (2) years of experience related to the above described duties and/or completion of an apprenticeship program.

**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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