

MORGAN STATE UNIVERSITY JOB SPECIFICATON



IT TELECOMMUNICATIONS ASSOCIATE

Class Code: 0288
Pay Range: 12

FLSA Code: N/E (Non-Exempt)

JOB SUMMARY

Under general supervision, performs moderately complex assignments in the installation, troubleshooting, testing, and maintenance of communication systems including data, voice, video, and networks and assists in the design of these systems.

PRIMARY DUTIES

1. Installs communication systems devices and services such as fiber optic and twisted pair cabling, interface equipment such as modems, multiplexers, and concentrators, and related software.
2. Performs tasks such as pulling, splicing, and terminating cables; testing equipment and devices following specific instructions.
3. Ensures reliability of facilities & services by monitoring operational levels, testing, documenting and/or resolving problems, and making follow-ups to ensure problem resolution.
4. Enforces and recommends policies and procedures relating to physical security, systems security, and network security.
5. Trains others in the use of services and equipment and communicates with vendors to obtain product and service information, and to resolve service related issues.
6. Performs limited communication systems design work.
7. Performs administrative duties associated with the ongoing operation and support of communication systems such as billing, customer assistance and inventory.

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8. Operates and maintains tools and equipment of the trade. Cleans work area upon completion of project.

Note:

The intent of this list of primary duties is to provide a representative summary of the major duties and responsibilities of this job. Incumbents perform other related duties assigned. Specific duties and responsibilities may vary based upon departmental needs.

MINIMUM QUALIFICATIONS

EDUCATION: High School Diploma or GED.

EXPERIENCE: Three years directly related experience.

REQUIRED KNOWLEDGE/SKILLS/ABILITIES

General knowledge of the principles of telecommunications systems; skill in operating computers, communications equipment, and other mechanical lifting and moving equipment; in analyzing problems of a technical nature and developing procedural steps in the solution of problems. Ability to work in, on, around, under and over fixed equipment and machinery; to lift and transport telecommunications supplies and equipment; to work in confined spaces; to perform limited systems design work; to communicate effectively both orally and in writing; to work effectively with others; to use hand tools and test equipment; to wear and work in personal protective equipment; to distinguish colors and color combinations.

OTHER:

Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.

CONDITIONS OF EMPLOYMENT

Candidates selected for employment may be subject to medical inquiries and/or medical examinations to determine ability to perform the job. Valid Maryland Non-commercial Class C or equivalent driver's license may be required. May be required to be on-call and carry a pager; may be required to be trained to work with asbestos.

