

JOB SPECIFICATON



IT TELECOMMUNICATIONS SPECIALIST

Class Code: N1057

FLSA Code: N/E (Non-Exempt)

Pay Range: 14

JOB SUMMARY

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

PRIMARY DUTIES

1. Coordinates the installation of communication systems devices, services and related software.
2. Analyzes, tracks and resolves problem trends. Provides guidance to others in the resolution of hardware, software and capacity issues.
3. Assists in the development, documentation and implementation of policies and procedures relating to physical security, systems security and network security.
4. Communicates with vendors and contractors to develop and monitor project milestones and to ensure contract compliance.
5. Trains others in the use of services and equipment and assists in the development of training programs.
6. Performs complex communication systems design.
7. Serves as a project leader to oversee the completion of projects including preparing and monitoring the budget, establishing timelines, identifying priorities, and implementing security mechanisms.
8. Performs administrative duties associated with the ongoing operation and support of communication systems such as billing, customer assistance, and inventory.

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9. 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: Five years directly related experience.

REQUIRED KNOWLEDGE/SKILLS/ABILITIES

Ability to work in, on, around, over and under fixed equipment and machinery; to work in confined spaces; to lift and transport telecommunications supplies and equipment; to analyze problems of a technical nature and to develop procedural steps in the solution of problems; to communicate effectively both orally and in writing; to provide guidance and instruction to others; to work effectively with others; to use hand tools and test equipment; to wear and work in personal protective equipment. Thorough knowledge of a variety of telecommunication systems. Skill in systems design work. Skill and ability to operate computers, communication systems equipment and other mechanical lifting and moving equipment.

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. Required to demonstrate the ability to distinguish colors and color combinations. May be required to be trained to work with asbestos.

