

# UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: TELECOMMUNICATIONS SPECIALIST I/II/III - TELEPHONE  
CLASS CODE: I - 3109 II - 3113 III - 3117

FLSA STATUS: NON-EXEMPT  
SUPERVISORY STATUS: NONE

EFFECTIVE DATE: 7/26/2013  
DEPARTMENT: PUBLIC WORKS

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## JOB SUMMARY

Under the general direction of the Division Manager, performs advanced technical work. Installs, maintains, updates, and repairs Utah County's telephone systems and other telecommunications systems.

## CLASS CHARACTERISTICS

**Telecommunications Specialist I-Telephone:** works under close to general supervision of Telecommunications Specialist III-Telephone or the Division Manager-Telecommunications in performing duties at the entry or training level or in performing routine technical tasks that are less complex than those performed at the full performance level.

**Telecommunications Specialist II-Telephone:** works under general supervision of the Division Manager-Telecommunications in performing technical work of considerable difficulty. Work involves some independent judgement. Incumbents have additional experience, education, or training qualifying them for this full performance level of the series.

**Telecommunications Specialist III-Telephone:** works under general supervision of the Division Manager-Telecommunications in performing the most complex duties within the assigned function. This advanced level requires considerable knowledge of telephone systems and associated installation and maintenance procedures. Incumbents in this classification are capable of leading and training others in all aspects of telephone systems.

## ESSENTIAL FUNCTIONS

Performs day-to-day management and administration of Avaya PBX telephone systems.

Installs and programs Avaya telephone switches, voice terminals and related voice-mail systems. Repairs, upgrades, and maintains telephone systems.

Performs system design and modification of existing equipment to accommodate system requirements and maintain system compatibilities.

Performs preventive maintenance and repairs of telephone equipment.  
Performs bench repair of telephone equipment.

Cleans, maintains, inventories, and stores assigned tools and test equipment.  
Maintains equipment and parts inventories.

Assists with installation, maintenance, and repair of other County telecommunications systems.  
Assists with installation of aerial, underground, and in-building telecommunications cabling and associated conduits.

Maintains work documents and various records and reports including records used by outside agencies.

Responds to emergency situations on an on-call basis as assigned.

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**KNOWLEDGE, SKILLS, AND ABILITIES**

***Telecommunications Specialist I-Telephone***

**Basic Knowledge of:** telephone systems; telecommunications equipment, design, structure, and function; pertinent FCC rules and regulations.

**Basic Skill in:** soldering and component repair; the operation of specialized testing equipment; mechanical practices.

**Working Skill in:** reading, writing, and basic math.

**Ability to:** maintain cooperative working relationships with those contacted in the course of work activities.

***Telecommunications Specialist II-Telephone (in addition to the knowledge, skills, and abilities outlined above)***

**Working Knowledge of:** telephone systems; telecommunications equipment, design, structure, and function; pertinent FCC rules and regulations.

**Working Skill in:** soldering and component repair; the operation of specialized testing equipment; mechanical practices.

***Telecommunications Specialist III-Telephone (in addition to the knowledge, skills, and abilities outlined above)***

**Basic Knowledge of:** fiber optic and radio systems.

**Considerable Knowledge of:** telephone systems; telecommunications equipment, design, structure, and function; pertinent FCC rules and regulations.

**Working Skill in:** analytic problem solving.

**Advanced Skill in:** soldering and component repair; the operation of specialized testing equipment; mechanical practices.

**Ability to:** train and lead others.

**PHYSICAL DEMANDS**

**Regularly:** walks, stands, or stoops; lifts or otherwise moves objects weighing up to 40 pounds; works for sustained periods of time maintaining concentrated attention to detail; drives a motor vehicle.

**Occasionally:** lifts or otherwise moves objects weighing up to 100 pounds; ascends or descends ladders, scaffolding, ramps, poles, high towers, and the like; uses tools or equipment requiring a high degree of dexterity; drives specialized equipment; walks, stands, or crouches on narrow or slippery surfaces; distinguishes between shades of color; communicates via radios.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

**WORKING CONDITIONS**

Work is regularly performed in environmentally controlled and partially environmentally controlled rooms, but is performed for sustained periods outdoors and occasionally in hot, cold, or inclement weather. Work occasionally requires the use of protective devices such as masks, hard hat, harness, and gloves. Work occasionally exposes incumbent to loud noise and to conditions such as fumes, noxious odors, dusts, mists, gases, poor ventilation and hazardous chemicals. Work occasionally exposes incumbent to possible bodily injury from: moving mechanical parts of equipment, tools, or machinery; exposure to high-power radio frequency emissions; exposure to high power light sources and invisible laser radiation; electrocution hazard when working near power lines. Work potentially exposes incumbent to unknown and dangerous conditions.

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### **EDUCATION, EXPERIENCE, AND OTHER REQUIREMENTS**

Selected applicants may be subject to a background check.

***Telecommunications Specialist I-Telephone:*** Associate degree in Electronics or a related field and one year of telephone system installation and maintenance work experience. Equivalent combinations of education and work experience may also be considered.

***Telecommunications Specialist II-Telephone:*** Associate degree in Electronics or a related field and three years of telephone system installation and maintenance work experience. Equivalent combinations of education and work experience may also be considered.

***Telecommunications Specialist III-Telephone:*** Associate degree in Electronics or a related field and five years of telephone system installation and maintenance work experience. Equivalent combinations of education and work experience may also be considered.

### **LICENSING AND CERTIFICATION**

Applicant must possess a valid driver's license and obtain a valid State of Utah driver's license within 60 days of employment.

### **CAREER LADDER ADVANCEMENT**

For a promotion through career ladder advancement from a lower classification level of this series to a higher one, there must be funding in the budget and the employee must: 1) possess the required licensure and certifications of the higher classification level, 2) meet the education and experience requirements and the class characteristics of the higher classification level, 3) have written recommendation from the department head and, 4) receive approval from the Director - Office of Personnel Management.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.