

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: COMMUNICATIONS TECHNICIAN
(Part-time – Not to exceed 25 hours per week. Flexible Schedule.)

PAY GRADE: C-4

OVERTIME STATUS: NON-EXEMPT

MAJOR RESPONSIBILITY:

Performs technical work in diagnosing and troubleshooting communication and computer systems; install and maintain communication, and computer wiring systems.

At the College of Central Florida, our vision is to be “Your first choice for quality higher education.” We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable and engaged.

PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: High school diploma or GED required.
2. Years of experience in field: Five years’ experience in electrical or communications services.
3. Special skills or abilities related to position: Knowledge of basic electrical and communications systems. Knowledge of the practices, methods, materials and tools commonly utilized in the repair and service of electrical and communications systems. Ability to trace complex wiring systems used for electronic communications networking. Ability to read, interpret and work from blueprints, wiring diagrams, specifications and operating manuals. Knowledge of occupational hazards and appropriate safety precautions.

Must possess good oral and written communication skills. Ability to maintain records of work performed. Ability to establish and maintain effective work relationships with department officials and other employees.

ESSENTIAL JOB FUNCTIONS:

1. Assist with installation of new PC hardware, software, telephones, and fax services at all college sites.
2. Install underground cabling (fiber optic, telecommunications, electrical, etc.). Locate and mark underground communications utilities as needed.
3. Work with maintenance staff to install conduits, wiring, lighting and communication devices per project drawings.
4. Install and troubleshoot network wiring and terminations.

ESSENTIAL PHYSICAL SKILLS:

5. Install and troubleshoot communication systems hardware and software, including wiring terminations.
6. Work a flex schedule (occasionally nights and weekends as required) to maintain campus equipment systems and to maintain college operations.
7. Install new communications services, fixtures and equipment. Install and maintain distribution panels.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related marginal duties as required.)

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to clearly communicate both orally and in writing on a telephone and on a computer for extended periods of time.
- Routinely requires sitting at a desk and viewing a display screen for extended periods of time.
- Ability to access, input, and retrieve information from a computer or other electronic device.
- Routinely requires heavy (40 pounds or more) lifting and carrying.
- Routinely requires walking, standing, sitting, kneeling, stooping, reaching up, twisting and bending.
- Ability to drive a college vehicle.

ENVIRONMENTAL CONDITIONS:

- Work inside and outside in various weather conditions.
- In or with moving vehicles and/or equipment.
- Uneven surfaces.
- Chemicals.
- Travel around campus and to other college locations.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

PRIMARY LOCATION OF JOB: Computer Center

SUPERVISOR OF POSITION: Chief Information Officer