

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: COMMUNICATIONS TECHNICIAN (P/T)

PAY GRADE: C-7

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 the first choice for quality higher education in our community." 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.
5. Install and troubleshoot communication systems hardware and software, including wiring terminations.

COMMUNICATIONS TECHNICIAN

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ESSENTIAL PHYSICAL SKILLS:

6. Work a flex schedule (occasionally nights and weekends as required) to maintain campus equipment systems 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.)

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to communicate both orally and in writing.
- Ability to access, input, and retrieve information from a computer.
- Heavy (45 pounds and over) lifting and carrying.
- Reaching.
- Climbing.
- Walking.
- Standing.
- Kneeling.
- Bending.
- Stooping.
- Pushing.
- Sitting.
- Crawling.
- Driving.

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

Changed to Part Time 7/1/12

SUPERVISOR OF POSITION:

Chief Information Officer