

**MAJOR FUNCTION**

This is technical and skilled work planning, designing, specifying integrated computerized digital communication systems, local and wide area networks (LAN/WAN) and associated equipment, maintenance, and installation throughout the City-owned facilities. Work is performed in accordance with standard trade practices, under the general supervision of the Communications Systems Administrator. An employee in this class is expected to exercise technical independence in determining work methods and procedures. Work is reviewed through observation, staff meetings, conferences, reports, and by results obtained.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Plans, designs, specifies, installs and maintains digital communications systems and associated end user devices, phonemail systems, cost accounting systems, PCs, fax machines, TDD, answering machines, printers, video equipment, modem pools, and alert systems. Specifies, installs and maintains intelligent wiring hubs and intelligent terminal servers. Installs, maintains and analyzes LAN/WAN physical network including fiber optic cabling. Meets with user departments to gather data for communication systems and physical network requirements. Contacts major communication vendors and suppliers to determine communication system and physical network capabilities and physical applications. Oversees contractor or vendor provided installations and acceptance testing. Plans, schedules, oversees and coordinates the work of lower-level employees engaged in similar of related work. Modifies existing or creates new data for specific voice applications to various communications, computers, databases, and programming. Performs daily preventive maintenance on all communications systems to prevent interruptions in communication service, including 911 Emergency System. Maintains accurate records of all communications systems, network and system parts inventory. Evaluates requests, designs, and implements communication systems software and physical network applications as required by departments within the City. Orders parts and supplies. Performs related work as required.

**Other Important Duties**

Maintains technical library. Performs related work as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Thorough knowledge of standard practices associated with communication systems, design specifications, installation, modifications, maintenance and repairs. Thorough knowledge of network wiring and applications for local and wide area networks and Southern Building codes as it relates to communication cabling and network wiring. Thorough knowledge of telephone company central office operations, computer programming, phonemail, cost accounting system, and battery AC/DC backup systems. Thorough knowledge of installation and wiring of outside plant cabling and Siemens/ROLM system terminology. Ability to troubleshoot physical network hardware and software problems. Ability to maintain various communications systems. Ability to interpret and work from technical manuals, diagrams, sketches, or blueprints. Ability to understand and effectively carry out oral and written instructions. Skills in the use and operation of communication equipment intelligent wiring hub, terminal servers and video equipment.

**Minimum Training and Experience**

Possession of an associate's degree in data processing, computer science, electronics, or electrical engineering and four years of technical experience in integrated communications systems, LAN/WAN or fiber optics cabling systems; or an equivalent combination of training and experience.

Necessary Special Requirements

Possession of certificates in Data Communications and Digital CBX systems at the time of applications.

Possession of a valid Class E State driver's license at the time of appointment.

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07-13-09\*