

**PLEASE POST FOR ALL APPLICANTS TO READ**  
**Macon Bibb County Government**

**POST DATES:** 11/07/2016 - Until Filled

**EEOC CODE:**

**CLASS CODE:**

**CLASSIFICATION TITLE:** Telecommunications Analyst II

**JOB CLASS (GRADE):**

**MIN. SALARY:** \$45,531.20

**LOCATION:** IT/Communications

**WORK HOURS:** 8:30 AM - 5:30 PM

**DEPT. HEAD:** Brett Lavender

**WORK WEEK:** Mon. - Fri.

**(X) REPLACEMENT    () NEW REQUIREMENT**

**JOB SUMMARY:**

The purpose of this classification is to perform technical work associated with the installation, maintenance of telecommunications systems, data media systems, and related sub-systems/components.

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.*

- Troubleshoots and repairs various types of telecommunications and electronic equipment. Determines feasibility of repairing or replacing equipment; determines placement of faulty equipment for repair or return to vendor for credit; ensures compatibility of networked equipment; makes repairs to equipment and subassemblies.
- Installs, repairs, and maintains telecommunications systems and computer network cabling and termination, telecommunications cabling and termination, multimedia cabling and termination, and various electronic devices associated with telecommunications systems.
- Meets with customers to plan, coordinate, and schedule installations, repairs, and modifications of various systems and equipment; communicates with manufacturers and vendors for product information and technical advice on products.
- Plans, designs, and completes installation of telecommunications projects.
- Installs security systems for county departments; programs systems; trains personnel in system operations; establishes a communications link for continual monitoring; installs, repairs, troubleshoots, and maintains electronic access and control systems.

- Designs, installs, repairs, and troubleshoots closed circuit television and surveillance camera systems.
- Engineers, installs, and maintains public address and multimedia systems used in areas such as meeting, training and boardrooms; installs and maintains intercom systems.
- Installs, repairs, and maintains computer local and wide area networks (LAN/WAN) per established standards.
- Plans and installs category 5 computer network cabling in all county departments; works with team to pull cable inside walls, ceilings, and floors; terminates cables with jacks and connectors.
- Installs, repairs, and maintains telephone systems, telephone media, elevator emergency telephones, audible and signaling devices, and telephone sets; installs, repairs, and maintains telecommunications lines from vendor demarcation to user end per established standards; plans and installs category 3 telephone system cabling in all county departments.
- Programs operating configuration parameters, and alignment parameters for equipment and systems using a personal/laptop computer and application software.
- Tests/inspects equipment/parts for serviceability, proper operations, and compliance with departmental standards and reports problem situations.
- Performs various manual tasks associated with division activities, which may include assembling/disassembling equipment, fabricating metal/wood/plastic parts/components, soldering/de-soldering wires/components, cutting/drilling surfaces, running cables, or calibrating equipment;
- Operates a computer to enter, retrieve, review or modify data; utilizes word processing, database, spreadsheet, operating system, remote programming, or other programs.
- Operates a variety of machinery, equipment and tools associated with division activities, which may include a utility vehicle, personal computer, laptop computer, printer, power supply, circular saw, jig saw, hole saw, drill press, grinder, soldering iron, oscilloscope, hemostat, hot air gun, air tools, crimping tool, battery tester, meters, mechanic tools, and diagnostic instruments.
- Performs general/preventive maintenance tasks necessary to keep vehicles, equipment, and tools in operable condition, which may include inspecting equipment, checking fluid levels, replacing fuel/fluids, greasing equipment, washing/cleaning equipment, and organizing/cleaning shop/work areas; monitors equipment operations to maintain efficiency and safety; reports faulty equipment.
- Maintains inventory of equipment, supplies, and parts; initiates request for new/replacement materials.
- Provides job proposals including cost and time estimates for services requested; drafts request for proposal to identify vendors who can provide necessary equipment to complete projects at lowest cost; meets with county staff to provide vendor/cost information, discuss options, and answer questions.
- Makes recommendations and cost estimates regarding purchase of equipment for county departments.
- Prepares or completes various forms, reports, correspondence, schedules, logs, work orders, parts request forms, system as-built documentation, job proposals, repair forms, parts list, inventory

reports, supplemental forms, standardization forms, maintenance records, alarm system memory maps, diagrams, or other documents.

- Receives various forms, reports, correspondence, work orders, schedules, alarm accounts reports, requests for proposal, invoices, parts/materials lists, flow charts, diagrams, blueprints, service/product bulletins, catalogs, policies, standards, service manuals, technical documentation, maps, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.
- Communicates with supervisor, employees, other departments, customers, vendors'/service representatives, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.
- Provides on-call support as scheduled to respond to equipment problems; troubleshoots and/or resolves problems.
- Maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of new technologies, products, trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

*The Telecommunications Analyst II must be knowledgeable of the following principles, procedures, and concepts:*

- Knowledge of the principles and practices of telecommunication systems and related digital and analog equipment.
- Knowledge of personal computers and office productivity software, and database software programs, operating systems, LAN/Wan network connectivity, and e-mail services.
- Knowledge of system and network fundamentals and advanced concepts.
- Knowledge of methods and techniques of research, statistical analysis and report preparation.
- Knowledge of office automation and business software
- Skill in building professional relationships.
- Skill in effective time management
- Skill concerning professionalism and courteousness.
- Skill in applying the principles and practices of telecommunications as it applies to analog microprocessor and digital electronic equipment maintenance.
- Ability to research, comprehend, and apply technical information when applicable
- Ability to read and understand diagrams and schematics.
- Ability to understand and maintain complex telecommunication systems.
- Ability to focus on achieving goals, including those involving external departments, agencies, and public.
- Ability to maintain records and prepare reports based on the records.
- Ability to communicate effectively (verbal and written).
- Ability to multi-task in a high activity/energy professional environment that includes multiple and concurrent projects and project deadlines, and occasional interruptions and walk-in appointments.
- Ability to resolve problems in a timely, efficient and effective manner.
- Ability to plan, coordinate and organize work; set priorities and meet critical deadlines.

- Ability to follow verbal and written instruction.
- Ability to research, comprehend, and apply technical information when applicable.
- Ability to terminate and repair electronic data lines.

**MINIMUM EDUCATION, TRAINING AND/OR EXPERIENCE TO PERFORM ESSENTIAL JOB FUNCTIONS:**

High school diploma or GED; supplemented by college level course work or vocational training in electronics or telecommunications; supplemented by one (1) year previous experience and/or training involving installation, repair, and maintenance of telecommunications equipment; or an equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job

**NECESSARY SPECIAL REQUIREMENTS:**

- Possession of a valid Georgia Motor Vehicle Operator's License.

**SUPERVISORY CONTROL AND RESPONSIBILITIES:**

None.

**TRAVEL:**

The Telecommunications Analyst II is required to travel minimally, but may be required to do so on occasion.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**LANGUAGE SKILLS:**

Ability to read and understand written materials. Ability to effectively communicate information to supervisors, employees, and the general public.

**MATHEMATICAL SKILLS:**

Ability to work with basic mathematical concepts such as addition, subtraction, multiplication, and division.

**COMMUNICATION SKILLS:**

Must be able to effectively communicate orally and in written form in a professional manner in order to give or exchange information, resolve problems, and/or provide service. In addition, this position requires extensive contact with other employees and the general public, often involving problem-solving circumstances.

**REASONING ABILITY:**

Ability to interpret and understand a variety of forms, reports, manuals, regulations, and other means of instruction and guidance.

**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. This position requires light

demands with intermittent sitting, standing, walking, computer use, and occasional lifting of lightweight objects.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work environment is primarily an indoor office work area.

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*If you feel you qualify for the above position, you may obtain an application at the Human Resources Office or complete the General Application located at [www.maconbibb.us](http://www.maconbibb.us). Applicants who are not selected to fill the position will be notified by mail. Position postings are to remain posted for at least seven (7) working days before the position is filled so that all applicants qualified for the position will have the opportunity to apply.*

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