

City of San Jose

SENIOR ELECTRONIC SYSTEMS TECHNICIAN (8529)

CLASS PURPOSE

Under general supervision, performs work of considerable difficulty in leading and working with technicians in the installation, maintenance and repair of telephone equipment together with associated electronic equipment. Performs related work as required.

TYPICAL DUTIES AND RESULTS (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

Lead and work with systems technicians in the installation, maintenance and repair of telephone, data and other associated electronic equipment.

Discuss telephone service and equipment requirements with departments, determine equipment and line needs, and prepare service order requests.

Receive trouble reports, preventative maintenance requirements and project installation assignments; may establish priorities; prepare work schedules and assign technicians.

Coordinate installations, moves and changes with telephone company installation staff and private telephone and data suppliers.

Construct or modify electronic communications and data equipment; develop interconnect circuitry; perform research and tests on equipment; evaluate equipment performance and check test equipment.

Prepare work sheets of all telephone systems; maintain equipment inventories and assist in the resolution of equipment billing errors.

Prepare required reports of completed assignments and projects.

DISTINGUISHING CHARACTERISTICS

This is a single position class, and the incumbent is responsible for lead work in the installation, maintenance and repair of City telephone equipment. This class differs from the Senior Communications Technician in that incumbents of that class are responsible for lead direction in the installation, maintenance and repair of public safety radio equipment.

QUALIFICATIONS

Minimum Knowledges, Skills and Abilities

Knowledge of the installation, maintenance and repair of telephone systems, including KTS and Merlin system.

Knowledge of the tools, equipment, practices and methods of installing telephone systems.

Knowledge of equipment testing and evaluation techniques.

Knowledge of end-user telephone system design utilizing Merlin system electronic telephone equipment.

Competency Knowledges, Skills and Abilities

Knowledge of the telephone, wireline data and leased wireline systems and equipment used by the City of San Jose.

Ability to make estimates of labor, time costs and materials.

Training And Experience

Any combination of training and experience equivalent to completion of high school and five (5) years of telephone company experience in the installation, maintenance and repair of end-user telephone systems and equipment, including two (2) years of experience with electronic telephone systems.

Licenses/Certificates

Possession of a valid driver's license authorizing operation of a motor vehicle in the State of California.

Certification by a telephone organization as being qualified in the maintenance, installation and repair of KTS and Merlin System.

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