

## HENDERSON MUNICIPAL POWER & LIGHT CLASSIFICATION SPECIFICATION

**CLASSIFICATION TITLE:**

**COMMUNICATIONS TECHNICIAN**

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### **PURPOSE OF CLASSIFICATION**

The purpose of this non-exempt position is to perform technical work involving the installation and maintenance of computer-based telecommunications, fiber optics, wireless and wireline systems, and related equipment. Work is performed in accordance with established policies and procedures under the direction of the Fiber Manager.

### **ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- Installs, maintains, moves, and modifies telecommunications and related equipment for business customers according to job order specifications, standards, and procedures and according to manufacturer recommendations and technical manuals.
- Performs troubleshooting functions using appropriate diagnostic tools on lines and trunk applications; diagnoses and repairs equipment malfunctions; takes and responds to customer trouble calls.
- Perform basic installation of all necessary cable wiring (interior and exterior) and hardware from the splice to the customer's equipment for the reception of telecommunications services; test and splice fiber optic cable.
- Installs fiber optic outside plant cables on poles, including deadends, supports, down guys, storage loops, splice cases and associated hardware.
- Works on energized equipment to 240 volts AC.
- Ensures that proper signal levels are available for services.
- Understands the principles, practices and materials of telecommunications equipment, maintenance, and repair.
- Utilizes test equipment and tools including but not limited to: OTDR, Fusion Splicer, Phone Test Set, Ohm Meter, Toner, and Punch tools.
- Cleans the customer's premises of all debris and materials after installation is complete.
- Instructs, educates, and delivers presentations to customers on types of service available, proper use of services installed, including how to add additional services and access help online, proper equipment usage, etc.
- Keeps shop area and equipment clean, neat, and safe by conforming to all Utility policies and procedures and any state or federal regulations.
- Maintains inventory records on all HMP&L telecommunications equipment, tools, and property.
- Maintains a database of telecommunications customers, services, equipment, fiber and cable testing and routing records.
- Per job assignment, drives and operates a bucket truck, or other HMP&L vehicles to and from various worksites.

- Maintains assigned vehicle and equipment; washes assigned vehicle and ensures that regular maintenance is performed.
- Participates in the after-hours on-call rotation.
- Overtime hours may be required, as needed.
- Adheres to and enforces all safe work practices and company compliance standards.
- Ensures conformity with standards set by the North American Reliability Corporation (NERC) and the SERC Reliability Corporation (SERC).
- Maintains good attendance and punctuality.
- Must have a valid driver's license.

### **ADDITIONAL FUNCTIONS**

- Performs other related duties as required, necessary, or assigned.

### **MINIMUM QUALIFICATIONS**

High school diploma or GED; supplemented by eighteen months education and training beyond high school in electronic communications or closely related field; two to five years work experience in electronics and telecommunications installation and maintenance including LAN / WAN networks, wireless equipment, phone equipment (VoIP and POTS), and optical network terminals is required; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. A valid driver's license and medical examiner's certificate is required. Certifications such as MCSE, routers, and telecommunications equipment preferred.

### **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to evaluate, audit, deduce, and assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

**Human Interaction:** Requires the ability to apply principles of persuasion and influence over others in coordinating activities of a project, program, or designated area of responsibility.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate and control the actions of equipment, machinery, tools and materials requiring complex and rapid adjustments.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and advisory data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

**Functional Reasoning:** Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness, and creativity in situations involving evaluation of information against measurable or verifiable criteria.

## **ADA COMPLIANCE**

**Physical Ability:** Tasks require the regular and sustained performance of moderately physically demanding work, typically involving some combination of climbing (may be in excess of 40 feet) and balancing, stooping, kneeling, crouching, and crawling, and lifting, carrying, pushing, and pulling moderately heavy objects and materials (20-50 pounds).

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally

**Environmental Factors:** Performance of essential functions may require exposure to potentially adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, electric currents, traffic hazards, and toxic agents.

This job description does not constitute a contract of employment. Any oral or written statements or promises to the contrary are hereby expressly disavowed and should not be relied upon by any prospective or existing employees. This job description is subject to change by the employer (Henderson Municipal Power & Light) at the discretion of the employer, or as the needs of the employer and requirements of the job change. The employer explicitly reserves the right to modify any of the provisions of this job description at any time and without notice. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties or essential functions does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

*Henderson Municipal Power & Light, HMP&L, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, HMP&L will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*