



## JOB DESCRIPTION

**Job Title:** Network Technician  
**Department:** Network  
**FLSA Status:** Non-Exempt  
**Reports To:** Network Supervisor  
**Location:** Willcox  
**Approved By:** Heath Bowen  
**Approved Date:** 08/31/2015

### GENERAL PURPOSE OF JOB

Installs, maintains and tests all types of Telco's networking systems including central office facilities, special circuits, subscriber carrier systems and associated equipment. Dispatched to repair and clear troubles relating to special circuits and other subscriber carrier facilities.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

*(May include but are not limited to the following. Other duties may be assigned.)*

- Actively encourages teamwork, open communication and cooperative interactions by promoting a positive work environment that reflects the company's mission, values and management goals.
- Supports management in the detailed network design, deployment, and administration of Telco's network.
- Ensures correct service order and work order flow.
- Understands and performs installation, operations, maintenance, testing and provisioning of networking equipment and services.
- Installs and maintains all equipment in the central office, switch, subscriber carrier, microwave, fiber optic, radio systems and other network related equipment.
- Installs and repairs special circuits.
- Performs routine testing and troubleshooting of all network-associated equipment on a scheduled basis.
- Has an understanding of landline switch, translations, fiber terminal equipment, various transmission systems, microwave, SS7, and central office power and grounding systems.
- Maintains Network diagrams.
- Keeps up to date procedures for installations of Telco's networking systems.
- Provides customer service to all departments.

### EDUCATION and EXPERIENCE

High school diploma or General Educational Development (GED) certificate required. Combination of related work experience and/or training in telephony or related field equal to a total of 3 years. Specialized telecommunications network training and/or experience is desirable but not essential.

### LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals, technical procedures or governmental regulations. Ability to write reports and general business correspondence. Ability to effectively present information and respond to questions.

### MATHEMATICAL SKILLS

Ability to work with mathematical concepts, frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several concrete variables in standardized situations.

**COMPUTER OPERATIONS**

Proficient personal computer skills including electronic mail, record keeping, routine database activity, word processing, spreadsheets, graphs, etc.

**PLANNING/ORGANIZATION**

Must be able to handle multiple projects simultaneously, prioritize, organize, and coordinate assignments.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Valid driver’s license issued by the state in which the employee resides.

**PHYSICAL/ENVIRONMENTAL DEMANDS**

	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			XXX	
Walk			XXX	
Sit			XXX	
Use hands to feel				XXX
Reach with hands and arms				XXX
Climb or balance			XXX	
Stoop, kneel, crouch, or crawl			XXX	
Push or pull			XXX	
Talk or hear				XXX
Drive			XXX	
Keyboarding				XXX

**WEIGHT - Lifting and/or carrying**

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				XXX
Up to 25 pounds			XXX	
Up to 50 pounds		XXX		
Up to 100 pounds		XXX		
More than 100 pounds		XXX		

**WORK ENVIRONMENT**

	None	Under 1/3	1/3 to 2/3	Over 2/3
Work near moving mechanical parts		XXX		
Fumes or airborne particles		XXX		
Toxic or caustic chemicals		XXX		
Working above ground level		XXX		
Working below ground level		XXX		
Outdoor weather conditions			XXX	
Risk of electrical shock			XXX	

**WORKING CONDITIONS**

Well-lighted, heated and/or air-conditioned indoor office/production setting with adequate ventilation and outdoors exposed to changing weather conditions or in an enclosed vehicle. Occasional exposure to air contamination (i.e., dust, fumes, smoke, toxic conditions, disagreeable odors). May occasionally have to work above ground level where the possibility of falling exists (i.e. on ladders, rooftops, bucket trucks, scaffolding). May occasionally have to work below ground or in confined workspaces (i.e., hand holes and/or manholes).

**PHYSICAL ACTIVITY**

Moderate to heavy physical activity performing somewhat strenuous daily activities of a primarily product/technical nature.

**MANUAL DEXTERITY**

Manual dexterity sufficient to reach/handle items and operate a keyboard.

**VISION** *(Any or all will be required to perform the functions of this position.)*

- Close Vision (clear vision at 20 inches or less)
- Distance vision (clear vision at 20 feet or more)
- Color vision (ability to identify and distinguish colors of telephone cable and fiber color codes)
- Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)
- Depth perception (three-dimensional vision, ability to judge distances and spatial relationships)
- Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)

**NOISE**

Moderate to loud noise levels (i.e.: business office with computers and printers, light traffic, heavy equipment)

**WORK SCHEDULE/HOURS**

Regular (40 hours per week) and on a call-out or on-call basis subject to company policies. It is also possible that this job will be required to work fewer or more hours during any given week.

**TRAVEL**

Minimal overnight travel (up to 10%) by land and/or air. Required to be available to travel, by company vehicle, to various property locations and job sites.