



Telecommunications Coordinator

Class Code	FLSA Status	EEO Category	Represented Status	Salary Grade	Effective Date	Resolution #	Pages
203	Non-exempt	3 - Technicians	AFSCME	6	8/02/01	2014	1 of 2

DEFINITION: Under general supervision, installs, maintains, troubleshoots, and repairs District telecommunications equipment and systems, analyzes District telecommunications needs and makes recommendations, communicates with vendors and end-users, and performs related duties as required.

DISTINGUISHING CHARACTERISTICS: Incumbents in this classification perform a wide range of installation, maintenance, and repair functions connected to the District's telecommunications equipment and related voice and data communications systems.

EXAMPLES OF DUTIES/FUNCTIONS: Duties/functions may include, but are not limited to, the following:

- Installs, maintains, troubleshoots, and repairs District telecommunications equipment, switches, wiring, and related voice and data communications systems.
- Analyzes the District's telecommunications needs, conducts research, evaluates telecommunications equipment and systems, and makes recommendations
- Compiles and maintains records and databases of District telecommunications equipment inventory and work performed, reviews and analyzes billing reports and other information from suppliers, vendors, and end-users, and compiles reports for appropriate District personnel.
- Assigns and distributes mobile telecommunications equipment to District personnel, tracks usage and billing, and reports irregularities to appropriate supervisory staff.
- Communicates with vendors, suppliers, and consultants regarding telecommunications equipment and systems, monitors contracts and maintenance agreements, and may negotiate vendor contracts.
- Provides information, training, and technical assistance to end-users regarding the use of District telecommunications equipment and systems.
- May provide technical supervision and training to telecommunications technicians, vendors, consultants, and contractors.
- Performs related duties as required.



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MINIMUM QUALIFICATIONS:

Knowledge Of: Current state-of-the-art telecommunications equipment and related voice and data systems comparable to that used by the District; practices and procedures for the installation, troubleshooting, testing and repair of telecommunications equipment; the safe and proper use of commonly used hand and power tools, electronic test equipment, and specialized telecommunications test equipment; applicable PUC standards and regulations; the principles and practices of workplace safety; bidding and procurement procedures; and commonly used computer office software.

Ability To: Respond to emergency service calls and make necessary repairs in a timely manner; read and interpret schematic diagrams, manufacturer's service manuals, and other technical documentation; research, analyze, and make recommendations regarding the adoption and use of telecommunications equipment and systems; provide training and instruction to consultants, contractors and end-users; communicate effectively both orally and in writing; and establish and maintain effective working relationships with District staff, and members of the public using principles of good customer service.

Education/Training: Equivalent to an Associate's Degree, with coursework in telecommunications technology, electronics, business administration, or a related field.

Experience: Four (4) years experience in the installation, maintenance, and repair of telecommunications equipment comparable to that used by the District.

License Requirement: Must possess and maintain a California Class C Driver License and meet the District's driving standards.

Physical Requirements: Must be able to lift up to 50 lbs., climb ladders and maintain balance, and access constricted spaces by crawling and/or bending.

Special Requirements: Must be available for 24-hour on-call emergency assignments that may include weekends, and must be willing to travel to any AC Transit Division.