Provincial Job Description

TITLE:
(508) Telecommunications Networking Technician

PAY BAND:
12

FOR FACILITY USE:

SUMMARY OF DUTIES:

Establishes communications systems by installing, maintaining, troubleshooting and repairing a wide range of telecommunications equipment and computer-network cabling.

QUALIFICATIONS:

♦   **Computer Automated Systems Technician diploma**

KNOWLEDGE, SKILLS & ABILITIES:

♦   **Intermediate computer skills**
♦   **Analytical skills**
♦   **Problem solving skills**
♦   **Decision making skills**
♦   **Ability to work independently**
♦   **Organizational skills**
♦   **Communication skills**
♦   **Interpersonal skills**
♦   **Valid driver's license**

EXPERIENCE:

♦   <u>**Previous:**</u> **No previous experience.**

KEY ACTIVITIES:

A. Telecommunications Equipment and Computer-Network Cabling

♦ **Plans network installations by studying customer orders, plans, manuals and technical specifications.**
♦ **Prepares an installation diagram, assesses installation site, orders and gathers equipment, supplies, materials and tools.**
♦ **Establishes voice and data networks by running, pulling, terminating and splicing cables.**
♦ **Installs telecommunications equipment including routers, switches, multiplexors, cable trays and alarm and fire-suppression systems.**
♦ **Builds ironwork and ladder racks.**
♦ **Establishes connections, programming features and integrations following industry standards; activates remote access tools.**
♦ **Verifies service by testing circuits, equipment and alarms; identifying, correcting or escalating problems.**
♦ **Documents network by labeling and routing equipment and cables and recording configuration diagrams and specifications.**
♦ **Maintains network by troubleshooting and repairing outages, testing network back-up procedures and updating documentation.**
♦ **Liaises and communicates with contractors, vendors and suppliers for parts, technical assistance and service.**
♦ **Orders, verifies and maintains inventory stock.**

B. Related Key Work Activities

♦ **Coordinates contract work and participates in facility renovations.**
♦ **Ensures all work complies with Canadian Standards Act (CSA) infection control standards.**
♦ **Provides occasional guidance to the primary function of others, including training.**
♦ **Provides technical direction with all network installations.**

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: January 16, 2025