



# *Provincial Job Description*

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***TITLE:*** (508) Telecommunications Networking Technician      ***PAY BAND:*** 12

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***FOR FACILITY USE:***

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***SUMMARY OF DUTIES:***

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

***QUALIFICATIONS:***

- ◆ Telecommunications Networking Technician certificate

***KNOWLEDGE, SKILLS & ABILITIES:***

- ◆ Intermediate computer skills
- ◆ Analytical skills
- ◆ Problem solving skills
- ◆ Decision making skills
- ◆ Ability to work independently
- ◆ Organizational skills
- ◆ Communication skills
- ◆ Interpersonal skills
- ◆ Knowledge of tools and equipment
- ◆ Valid driver's license

***EXPERIENCE:***

- ◆ Previous: 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 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:*

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*SGEU:*

*SAHO:*

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*Date: November 16, 2016*