

EL DORADO IRRIGATION DISTRICT
Class Specification

CLASS TITLE: Senior Telecommunications Technician

DEFINITION

Under direction organizes, assigns and reviews the work of assigned personnel engaged in the installation, repair, testing and maintenance of District telecommunication data sites related to the operation of water and wastewater treatment plants and the District's hydroelectric power generation plant; performs duties requiring specialized knowledge; and provides administrative support to assigned supervisor.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level in the Telecommunication Technician series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed, complexity of duties assigned, independence of action taken, by the amount of time spent performing the duties, and by the nature of the public contact made. Employees perform the most difficult and responsible types of duties assigned to classes within this series, including providing technical and functional supervision over assigned personnel and perform advanced design, installation, troubleshooting and repair of telecommunication data sites. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the designated Division Manager; may receive functional and technical supervision from the Senior Process Control Technician. May exercise technical and functional supervision over assigned technical personnel.

EXAMPLES OF ESSENTIAL DUTIES: *the duties specified below are representative of the range of duties assigned to the class and are not intended to be an inclusive list.*

Plans, prioritizes, and reviews the work of staff assigned to a variety of technical telecommunication functions.

Develops schedules and methods to accomplish assignments ensuring work is completed in a timely and efficient manner.

Participates in evaluating the activities of staff, recommending improvements and modifications.

Provides and coordinates staff training; works with employees to correct deficiencies.

Assists in the development and implementation of a preventative maintenance program.

Prepares reports and maintains records associated with assigned responsibilities.

Installs, tests, maintains and repairs current radio, leased, and fiber optic lines; maintains lines related to SCADA operations.

CLASS TITLE: Senior Telecommunications Technician

Coordinates with the Federal Communication Commission (F.C.C.) on proposed sites; collects and submits data for licenses and obtains communication authorization; maintains current F.C.C. licenses and applies for new licenses.

Installs, tests, calibrates and maintains SCADA system, pump control equipment, programmable controllers and filter plant electronic equipment.

Performs frequency checks on portable, mobile, base and fixed operational radio transmitters according to F.C.C. regulations.

Prepares designs, schematics, and drawings for new and upgraded sites; performs installation and/or coordinates and inspects installation performed by contractors.

Performs the most difficult work related to the installation, testing, repair and maintenance of telecommunication equipment.

Builds and maintains positive working relationships with co-workers, other District employees and the public using principles of good customer service.

Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles and practices of technical and functional supervision and training. F.C.C. regulations pertaining to the operation and maintenance of radio transmitters, analog and digital telemetering systems, frequency shift tone equipment and SCADA equipment. Principles, methods, tools, materials and equipment used in the installation, testing, maintenance and repair of communication and control systems. Electrical and electronic theory. Radio frequency principles, including transmission lines and emission, as well as digital and display technology. Principles, practices, and procedures of electronic circuitry systems and electronic systems as applied to communications installation, maintenance, and repair. Tools, methods, and equipment used in communication systems testing and repair. Occupational hazards and standard safety precautions required in electrical and electronic work. Federal Communication Commission rules and regulations. Laws, ordinances, and regulations pertaining to communications systems installation and operation.

Skill/Ability to:

Provide technical and functional supervision over assigned staff; effectively train staff. Perform the most complex duties related to installation, testing, maintenance and repair of a variety of telecommunication equipment. Install, service, and repair the most complex, state-of-the-art communication equipment. Interpret plans and schematic drawings. Troubleshoot the more difficult operational issues quickly to minimize downtime. Diagnose a variety of electronic problems or potential problems and take steps to effectively resolve them. Prepare schematics and drawings using computer software. Program radio/data systems per District requirements. Establish and maintain effective working relationships with those contacted in the course of work.

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Communicate clearly and concisely, both orally and in writing. On a continuous basis, know and understand operations, and observe safety rules; intermittently analyze problem equipment; identify and locate equipment; interpret work orders; remember equipment location; and explain jobs to others. Intermittently, sit while studying or preparing reports; bend, squat, climb, kneel and twist when performing installation/repair of equipment; perform simple and power grasping, pushing, pulling, and fine manipulation; and lift or carry weight of 25 pounds or less.

Experience and/or Education:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Two years of responsible journey experience similar to Telecommunications Technician with the El Dorado Irrigation District.

Education:

Equivalent to the completion of the twelfth grade supplemented by specialized training in the telecommunications field.

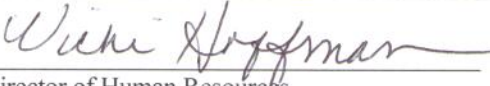
SPECIAL QUALIFICATIONS

License and Certificate:

Possession of, or ability to obtain, a valid California driver's license at the time of appointment. Individuals who do not meet this requirement due to physical disability will be reviewed on a case-by-case basis.

Possession of a certificate of completion from a recognized telecommunication apprenticeship program.

Federal Communication Commission Radiotelephone License with Radar endorsements.

	<u>8/7/12</u>
Director of Human Resources	Date
Established: 08/18/2009	
Revised: 08/07/2012	
FLSA: Non-Exempt	
Unit: Safety	