

Class Code: 5405  
Effective: 09-11-07

## COMMUNICATIONS SYSTEMS OPERATOR

### **NATURE AND PURPOSE OF WORK:**

Positions are responsible for technical operations and maintenance at a communications center which include telephone, video and all other network and data services required to deliver telephone, video and data services. Position reports to the Chief Communications Systems Operator and has no supervisory responsibilities.

**ILLUSTRATIVE EXAMPLES OF WORK:** (Note: These examples are intended only to illustrate the various types of work performed by incumbents of this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Operates communications plant and equipment as necessary to provide reliable television programming, telephone service and data communications to residential and business customers. Maintains and troubleshoots antennae, computers, electronic to optic interfaces, tower, power supplies and related. Test signal strength levels, signal reception via satellite antennae, upkeeps equipment converting analog signal to digital. Maintains phone switches, administers email servers and services. Keeps corresponding records and regulatory compliance logs / reports. Performs according to the terms of contracts, interconnect agreements. Position may require substantial after hours and weekend work in event of service interruptions and problems. Traces faults, replaces circuit boards, cards and components. Performs related work as required.

### **NECESSARY KNOWLEDGE, ABILITIES AND SKILLS:**

Knowledge of communications operating systems and applications used in providing video, telephone and data services via a fiber optic communications network.

Knowledge of software and hardware operations, adjustment, control and trouble shooting as necessary to provide network communications services to customers of the fiber communications system.

Ability to maintain productive business relations with officials of agencies, customers, elected officials and employees.

Ability to communicate clearly and effectively, verbally and in writing.

### **DESIRED EDUCATION AND EXPERIENCE:**

Vocational technical training in electronics and telecommunications, supplemented by prior working experience in the telecommunications industry with responsibility for hardware, antennae, power supply and related electronics maintenance, are desired.