

City of Monett
POSITION DESCRIPTION

Monnjob6

Job Title: Telephone and Fiber Tech

Department: Utilities Department

Salary Range: Payroll – Level 8

Immediate Supervisor: Electric Foreman

ESSENTIAL FUNCTIONS

- I. Construction & Troubleshooting Activities..... 100% of Time
 - A. Maintains an awareness of the various processes associated with installing fiber optic cable.
 - B. Designs the plan and map routes for the installation of fiber optic cable.
 - C. Determines and assembles the required equipment and supplies needed to complete the project.
 - D. Installs the cable, assuring for safety and compliance with the plan.
 - E. Makes adjustments to the plan to account for unforeseen obstacles, assuring for safety.
 - F. Completes all required documentation and paperwork, assuring for thoroughness.
 - G. Completes all required maintenance and upkeep on existing lines. Completes the individual taps/drops as needed, assuring for safety and the best PR for the City.
 - H. Provides troubleshooting and problem solving and maintains the City phone system and light electrical projects as assigned, assuring for safety and professionalism.
 - I. Splices and maintains telephone and fiber optic cable as needed.
 - J. Provides phone extension and maintenance as needed.
 - K. Installs electric service as needed per phone requirements.
 - L. Designs, engineers, and installs equipment per telecommunications application.
 - M. Troubleshoots telephone and fiber optic electronic equipment and makes necessary repairs.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor; subject to reasonable accommodations.

WORK ENVIRONMENT

- ◆ Above-Average accessibility of all work sites required for the position.
- ◆ Extreme exposure to weather and temperature extremes.
- ◆ Average exposure to chemicals and fumes.
- ◆ Above-Average exposure to heights.
- ◆ Above-Average exposure to work safety hazards.
- ◆ Average amount of overtime/extended work hours required.
- ◆ Average exposure to dust.
- ◆ Average exposure to loud noises.
- ◆ Average exposure to darkness.
- ◆ Above-Average exposure to cramped spaces.

PHYSICAL EFFORT

- ◆ Normal physical mobility: movement from place to place on the job, considering distance and speed.
- ◆ Normal physical agility: ability to maneuver body while in place.
- ◆ Normal physical strength to handle routine office materials and tools.
- ◆ Above -Normal physical strength to handle 80 lb. objects, considering frequency.
- ◆ Normal dexterity of hands and fingers.
- ◆ Normal physical balance: ability to maintain balance and physical control.
- ◆ Normal coordination, including eye/hand, hand/foot, etc.
- ◆ Above -Normal endurance.

KNOWLEDGE REQUIREMENTS

- ◆ Completed High school diploma or equivalent.
- ◆ Ability to obtain CDL (Commercial Drivers License) and a valid drivers license.

MENTAL EFFORT

- ◆ Normal concentration/intensity: prolonged mental effort with limited opportunity for breaks.
- ◆ Average memory, considering the amount and type of information.
- ◆ Average complexity of decision making.
- ◆ Average time pressure of decision making.
- ◆ Average analytical thinking.
- ◆ Average conceptual thinking.

COMMUNICATION

- ◆ Average verbal communication.
- ◆ Average written communication.

SENSORY ABILITIES

- ◆ Normal ability to see.
- ◆ Normal ability to distinguish colors.
- ◆ Normal ability to hear.
- ◆ Normal ability to smell.
- ◆ Normal sense of touch.