POSITION TITLE: Telecommunications Repairer

CONTRACT LENGTH: 12M

DATE: 04/30/09

DATE OF LAST REVISION: 02/10/10

JOB CODE: CF0685

PAY GRADE: 24

FLSA EXEMPTION STATUS: NE

Job Family – Construction & Facility Services

JOB SUMMARY
Maintains, diagnoses, repairs and installs telecommunications equipment.

MAJOR DUTIES & RESPONSIBILITIES

<table>
<thead>
<tr>
<th>List most important duties first</th>
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<tbody>
<tr>
<td>1. Performs emergency repair to telecommunications systems.</td>
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<tr>
<td>2. Maintains service reports and records of installation and maintenance jobs.</td>
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<td>3. Diagnoses, services, programs, monitors, performs preventative maintenance, provides technical support and assists with the installation of TSS system equipment on a scheduled basis.</td>
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<td>4. Facilitates training sessions on the use of telecommunications system equipment and services.</td>
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<td>5. Responds to users’ inquiries to assure proper usage of equipment.</td>
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<td>6. Performs other job-related duties as assigned.</td>
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# Houston Independent School District

## Job Description

### EDUCATION
Vocational / Technical / Business School

### WORK EXPERIENCE
1 to 3 years

### TYPE OF SKILL AND/OR REQUIRED LICENSING/CERTIFICATION
- Microsoft Office
- Office equipment (e.g., computer, copier)
- Hand tools (e.g., hammer, shovel, screwdriver)
- Power tools (e.g., radial saw, reciprocating saw, drill, pneumatic hammer)
- Vehicles (e.g., automobile, truck, tractor, forklift)

### LEADERSHIP RESPONSIBILITIES
No supervisory or direct people management responsibilities. May provide occasional work guidance, technical advice and training to staff.

### WORK COMPLEXITY/INDEPENDENT JUDGMENT
Work involves the application of moderately complex procedures and tasks that are quite varied. Independent judgment is often required to select and apply the most appropriate of available resources. Ongoing supervision is provided on an "as needed" basis.

### BUDGET AUTHORITY
No budget development activity is required.

### PROBLEM SOLVING
Decisions are made on routine matters affecting few individuals and usually within the confines of the job's own department. Specific job activities and results are typically reviewed closely. There are limited requirements for developing new ideas or changes in methods, procedures or services.

### IMPACT OF DECISIONS
Follows rules and procedures. Decisions can have minimal or no impact to HISD. Errors can be readily detected, usually by the employee, and, if made, would result in minor expense for correction.

### COMMUNICATION/INTERACTIONS
Basic communication - very little communication required such as receiving basic instructions. Interactions are mostly with customers, own supervisor and co-workers in own department.

### CUSTOMER RELATIONSHIPS
Follows through with customer inquiries, requests and complaints. Forwards difficult and non-routine inquiries or requests to appropriate level for resolution.

### WORKING/ENVIRONMENTAL CONDITIONS
Work involves some exposure to moderate risk of accident and requires following basic safety precautions. Ability to carry and/or lift 45 pounds or more.