

MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION

COMMUNICATIONS NETWORK INSTALLER

JOB DESCRIPTION

Employees in this job complete and oversee communications network installation assignments such as moves, adds, changes, rearrangements, and removals of communications network equipment and/or facilities on state properties such as office buildings, prisons, and hospitals.

Position Code Title - Communicatns Netwrk Installr-E

Communications Network Installer 7

This is the entry level. The employee performs a range of communications network installation assignments while learning the methods of the work.

Communications Network Installer 8

This is the intermediate level. The employee performs an expanding range of communications network installation assignments in a developing capacity.

Communications Network Installer E9

This is the experienced level. The employee performs a full range of communications network installation assignments and uses independent judgment to make decisions in specific work situations.

Position Code Title - Communicatns Netwrk Installr-A

Communications Network Installer 10

This is the advanced level. The employee functions as a crew leader, overseeing the work of lower-level Communications Network Installers, and performing experienced-level communications network installation assignments; or as a senior worker performing duties which have been recognized by Civil Service as having greater complexity than those assigned as the experienced level.

NOTE: Employees can progress to the experienced level based on satisfactory performance and possessing required experience.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Inspects and evaluates communications network equipment to ensure that it operates correctly, efficiently, and safely; determines whether equipment and new installations meet industry standards.

Moves, adds, changes, rearranges, and removes communications network equipment.

Maintains and repairs communications network equipment.

Prepares documents to ensure proper records and billing of services.

Studies blueprints and schematics and determines methods, materials, and equipment needed to complete the assignment.

Places, connects, and tests various types of communications network wire between telecommunication/data closets and workstations.

Disassembles, reassembles, repairs, and replaces equipment.

Tests installations to check the circuit and the compatibility and safety of all components using equipment such as an ohmmeter, ammeter, voltmeter, network cabling analyzer, and OTDR fiber tester.

Inspects and evaluates equipment to ensure that it operates efficiently and safely and meets industry requirements; repairs equipment as necessary.

Builds cables and pulls wire through conduits, raceways, walls, and ceilings.

Determines and monitors materials needed for frequent repairs and maintenance and prepares requisitions.

Cleans and maintains tools and equipment.

Assists in training others in work techniques.

Performs related work and other duties as assigned.

Additional Job Duties

Communications Network Installer 10 (Crew Leader)

Assigns work to crew members.

Instructs and trains in proper work methods and processes.

Reviews job performance by observing and critiquing work techniques and completed assignments.

Develops plans and estimates for projects; includes determining time, equipment, and human and material resources needed to complete the work.

Prepares and coordinates sending equipment out for repair.

Prepares and maintains written records and reports related to the work.

Communications Network Installer 10 (Senior Worker)

Regularly performs the most complex and difficult assignments in the work area.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Some knowledge is required at the entry level, developing knowledge is required at the intermediate level, considerable knowledge is required at the experienced level, and thorough knowledge is required at the advanced level.

Knowledge of the standard practices, materials, tools, and equipment used for communications network installation.

Knowledge of the principles of electricity and electronics.

Knowledge of applicable electrical codes.

Knowledge of occupational hazards and safety precautions applicable to the work.

Knowledge of installing wiring products and equipment associated with telecommunication networks.

Knowledge of communications industry color coding standards and component terminology.

Skill in using tools and equipment of the communications trade.

Skill in diagnosing, repairing, and installing telecommunications network and related devices.

Ability to follow blueprints, specifications, and instructions.

Ability to study and comprehend new technology.

Ability to make mathematical computations.

Ability to work from ladders, scaffolds, hydraulic towers, or in tunnels and crawl spaces.

Additional Knowledge, Skills, and Abilities

Communications Network Installer 10 (Crew Leader)

Ability to train and oversee the work of others.

Ability to prioritize, organize, and coordinate the work of the unit.

Ability to prepare and maintain records and reports related to the work.

Communications Network Installer 10 (Senior Worker)

Ability to perform the most complex assignments.

Working Conditions

Work may be performed from ladders or in cramped spaces.

Some jobs require an employee to work on high structures, in excess of 40'.

Physical Requirements

The job duties require an employee to bend or stoop in confined places.

The job duties may require an employee to climb high structures.

The job duties require an employee to discern colors.

Education

Education typically acquired through completion of high school.

Experience

Communications Network Installer 7

No specific type or amount is required.

Communications Network Installer 8

Two years of experience assisting in the communications trade.

Communications Network Installer E9

Four years of experience in the communications trade, including two years of experience equivalent to a Communications Network Installer 8.

Communications Network Installer 10

Five years of experience in the communications trade, including one year equivalent to a Communications Network Installer E9.

Alternate Education and Experience

Communications Network Installer 8 - 10

Completion of an associate degree in electronics may be substituted for two years of experience assisting in the communications trade.

Special Requirements, Licenses, and Certifications

See individual position descriptions.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

<u>Job Code</u>	<u>Job Code Description</u>	
COMNETINR	COMMUNICATIONS NETWORK INSTALLER	
<u>Position Title</u>	<u>Position Code</u>	<u>Pay Schedule</u>
Communicatns Netwrk Installr-A	COMNINRA	A31-012
Communicatns Netwrk Installr-E	COMNINRE	A31-029

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