



Job Description

Job Title: Telephone Maintenance Mechanic

Supervisor: Electronic Signal Foreman
Technology Services

Position Code: 5N39 or EN39

Pay Grade: 26

Job Classification: Non-Exempt

Contract Length: 245 Days

Job Summary

Position is responsible for ensuring proper functioning of telephones and other communications equipment.

Essential Duties

1. Runs cables, installs and programs new telephones and other communication systems.
2. Performs troubleshooting, repairs and replaces telephones and other communication equipment.
3. Performs preventive maintenance and repairs.
4. Evaluates wiring configurations and repairs as needed.
5. Confers with telephone service and equipment providers as needed; tests new equipment.
6. Reconciles monthly local and long distance telephone bills against detailed statements.
7. Models nondiscriminatory practices in all activities.

Other Duties

1. Performs any other related duties as assigned by the Electronic Signal Foreman, Technology Services or appropriate administrator.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Completion of high school or GED required or specialized vocational training. Must have at least two years experience in telephone repair.

Working Conditions and Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Requires heavy work that involves lifting, pushing, or raising objects, exerting between 50 to 75 pounds of force on a regularly basis. Must have the ability to stand for extended periods of time; exhibit manual dexterity to operate equipment; see and read printed material with or without vision aids; hear and understand speech at normal levels; speak in audible tones so that others may understand clearly in person and on the telephone; ability to understand and follow oral and written instructions; physical agility to bend, stoop and reach overhead.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed inside and outside in a workshop/building environment. The noise level in the work environment is sometimes loud but usually moderate.

Supervision Exercised: None

Supervision Received: Electronic Signal Foreman, Technology Services

This job description in no way states or implies that these are the only duties to be performed by this employee. The Telephone Maintenance Mechanic will be required to follow any other instructions and to perform any other related duties as assigned by the Electronic Signal Foreman or appropriate supervisor. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor Date

I acknowledge that I have received and read this job description.

Employee Name (Print) Signature Date