

ASSISTANT COMMUNICATION ELECTRICIAN
TASK LIST – 2016
(CLASS CODE 3684)

1. Installs, services, repairs, monitors, troubleshoots, and removes electrical and electronic communications equipment such as electronic monitoring and control systems, video systems, medical equipment, avionics systems, communication systems including radio, Supervisory Control and Data Acquisition (SCADA), radar, signal, telephone, telemetering, microwave, fiber optic, local/wide area networks, and data transmissions using various manual and electrical tools, such as, screwdrivers, drills, sanders, antenna power meters, volt meters, and communication monitors in locations and mobile units out in the field.
2. Fabricates chassis, control panels, cabinets, brackets, and mounting devices by using punch and drill presses, sheet metal benders and shears, lathes, grinders, welding equipment and related manual and electrical hand tools to construct, modify, repair, service, install, and remove electrical and electronic communications equipment.
3. Operates machine tools and equipment in the shop and out in the field including but not limited to punch and drill presses, sheet metal benders and shears, lathes, grinders, and manual and electrical hand tools to repair and construct electronic communications equipment and lines.
4. Drills holes in auto bodies using punch and drill presses to install radio antennas and other equipment.
5. Creates electronic and hand written sketches, diagrams, drawings, and prints of parts and assemblies using computer aided design software such as AutoCAD or VISIO and/or paper and pencil for the purposes of planning the installation, repair, removal, or construction process of communications equipment.
6. Moves heavy equipment and work-related materials such as drills and lathes to various locations for installation and repairs by using wire rope, nylon slings, chains, and proper rigging methods while ensuring that the weight capacity is within safe limits.
7. Assesses facilities' needs for new or modified telecommunications systems by visiting the facility, identifying the current communication systems, assessing the communication needs of the facility to make recommendations on equipment requirements or modifications necessary to bring the facilities' communications equipment up to code and/or to modernize appropriately.
8. Interacts tactfully with customers by email, telephone, and/or in-person when scheduling service calls, obtaining specification information, blueprints, sketches, and other details for the purpose of providing information and gaining a clear understanding of what the customer is requesting regarding the installation, repair, removal, and/or modification of their communications equipment.
9. Provides input to project managers and departmental management regarding daily service schedules by reviewing the schedules and determining if the work activities can be conducted in the time allotted to ensure sufficient time to complete the work adequately and improve customer service.