

**State of Michigan
Civil Service Commission**
Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code

1. COMNINRE

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.

2. Employee's Name (Last, First, M.I.)	8. Department/Agency State
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Branch Operations
4. Civil Service Position Code Description Communications Network Installer-E	10. Division Occupancy Services
5. Working Title (What the agency calls the position) Communications Network Installer	11. Section Construction & Logistics
6. Name and Position Code Description of Direct Supervisor BUILDING CON MGR-FZN 14	12. Unit
7. Name and Position Code Description of Second Level Supervisor DEPARTMENTAL MANAGER 12	13. Work Location (City and Address)/Hours of Work Sunset Storage Facility, 1301 Sunset Ave, Lansing / Monday - Friday; 8:00 a.m. - 5:00 p.m.

14. General Summary of Function/Purpose of Position

This position completes and oversees telecommunication network operations such as moves, adds, changes, rearrangements, and removals of state owned or leased telecommunications equipment and/or low voltage wiring for facilities on state properties and leased properties.

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary:

Percentage: 45

Performs communications network installation and maintenance in Department of State facilities.

Individual tasks related to the 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.
- Assist with pre-construction meetings, construction meetings, to assure that the site meets all MDOS communications and low voltage requirements.
- Performs the moves, adds, changes, rearrangements, and removals of state owned or leased communications equipment and wiring in facilities.
- Coordinates with Department of State construction crew during relocations and remodels of branch offices.
- Performs maintenance functions required to repair facilities and equipment problems reported by customers or as assigned by Director.
- Places, connects, and tests various types of communications network wire between telephone closets and workstations.
- Assembles, disassembles, repairs, and reassembles or replaces defective equipment such as switches, controls, Self-Service Terminals (SSTs), eye machines, switchboards, future technologies, etc., using hand tools, test equipment, and service manuals.
- Tests installations to check the circuit and the compatibility and safety of all components using test equipment such as an ohmmeter, amp meter, voltmeter, oscilloscope, data tests sets, fiber optic, or T1 tester.
- Performs equipment repair, builds cables, replaces boards and components to identify or remedy failures.
- Pulls wire through conduits, raceways, and through ceilings.
- Determines materials needed for most frequently occurring repair work, prepares requisitions, and monitors inventory.
- Frequent statewide travel, as well as overnight travel is required.
- Other duties as assigned.

Duty 2

General Summary:

Percentage: 30

Performs video surveillance system installation and maintenance in Department of State facilities.

Individual tasks related to the duty:

- Performs the moves, adds, changes, rearrangements, and removals of state owned or leased video surveillance equipment in facilities.
- Coordinates with Department of State construction crew during relocations and remodels of branch offices.
- Performs maintenance functions required to repair video equipment problems reported by customers or as assigned by Director.
- Places, connects, and tests various types of surveillance network cable between equipment cabinet and cameras.
- Disassembles, repairs, and reassembles or replaces defective equipment such as camera, DVR, and related security equipment, etc., using hand tools, test equipment, and service manuals.
- Tests installations to check the circuit and the compatibility and safety of all components using test equipment such as an ohmmeter, amp meter, voltmeter, oscilloscope, data tests sets, fiber optic, or T1 tester.
- Performs equipment repair, builds cables, replaces boards and components to identify or remedy failures.
- Pulls cable through conduits, raceways, and through ceilings.
- Determines materials needed for most frequently occurring repair work, prepares requisitions, and monitors inventory.
- Remotely monitors equipment and troubleshoots remotely as requested.
- Frequent statewide travel, as well as overnight travel is required.
- Other duties as assigned.

Duty 3

General Summary:

Percentage: 20

Provide technical advice and input for Department of State initiatives and projects.

Individual tasks related to the duty:

- Research, collect, consolidate, analyze, and maintain program data necessary to meet program reporting and evaluation requirements and the goals of MDOS.
- Develops plans and estimates for projects; includes determining time, equipment, and human and material resources needed to complete the work.
- Evaluate specifications, drawings, and contracts for compliance with the Department policy and procedure.
- Use AutoCAD software to assist with office wiring and overall space requirements to keep files updated for the Department.
- Studies blueprints and schematics and determines methods, materials, and equipment needed to complete the assignment.
- Other duties as assigned.

Duty 4

General Summary:

Percentage: 5

Special assignments as requested by Office Director, or the Director of Administration.

Individual tasks related to the duty:

- Special assignments related to but not limited to the offices within the assigned area(s).
- Other duties as assigned.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

This position requires a great deal of communication; written, by phone, and in person with Branch Managers, District staff, Division Directors, Bureau Directors, Landlords, Contractors, and the Department of Technology, Management, and Budget. Decisions need to be made on a daily basis to resolve problems in the areas of construction schedules, data needs, data installation, and related data and low voltage wiring tasks.

17. Describe the types of decisions that require the supervisor's review.

Long range schedules, spending State funds, requests for use of leave time, request for assistance from other units, and changes in project priorities. If requested service is beyond level of expertise or authority, or decision is required on issue that falls outside standard procedures.

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Position performs work in various work locations requiring statewide and some overnight travel. Majority of tasks require extensive physical effort to include the use of ladders, hand carts, construction tools, and data cable wiring tools. Other physical requirements include sitting, bending, standing, stooping, carrying/lifting equipment, and driving, at times long distances. Work will be performed inside and outside of buildings year-round. Some tasks require the use of a computer in an office environment.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- | | | | |
|---|------------------------------------|---|-----------------------------------|
| N | Complete and sign service ratings. | N | Assign work. |
| N | Provide formal written counseling. | N | Approve work. |
| N | Approve leave requests. | N | Review work. |
| N | Approve time and attendance. | N | Provide guidance on work methods. |
| N | Orally reprimand. | N | Train employees in the work. |

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes.

23. What are the essential functions of this position?

This position completes and oversees telecommunication network operations such as moves, adds, changes, rearrangements, and removals of state owned or leased telecommunications equipment and/or low voltage wiring for facilities on state properties and leased properties.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

This is a new position that is being established based on the agency's needs.

25. What is the function of the work area and how does this position fit into that function?

The Office of Occupancy Services is a work area designed to assist all Department employees with working conditions related to space and facility issues. Its goal is to provide project and program support and professional assistance as needed, as well as to administer programs as assigned. This position will assist the work area by providing data cabling, low voltage, and equipment installation and maintenance. It will also provide ongoing support of a variety of OOS and Bureau of Branch Office Support (BBOS) programs and processes and ensure their timely and accurate maintenance.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Education typically acquired through completion of high school.

EXPERIENCE:

Communications Network Installer 8

Two years of experience assisting in the telecommunications trade.

Communications Network Installer E9

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

Alternate Education and Experience

Communications Network Installer 8 - 10

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

KNOWLEDGE, SKILLS, AND ABILITIES:

Considerable knowledge of the principles of electricity and electronics.

Knowledge of any electrical codes which may typically apply to the work assignment.

Knowledge of the standard methods, materials, tools, and equipment of the telecommunications trade.

Knowledge of the potential occupational hazards connected with associated work and the safety standards and practices, which should be applied.
Knowledge of installing horizontal wiring products and other products associated with communications network installations.
Knowledge of telecommunications industry color coding standards and component terminology.
Skill in the installation of communications devices.
Ability to interpret and apply blueprints, schematics, maintenance manuals, and assembly instructions.
Ability to work from ladders, scaffolds, hydraulic towers, or in tunnels and crawl spaces.

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

SPR: Position requires incumbent to possess and maintain a valid driver's license, in accordance with agency's driving record standards.

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.

N/A

I certify that the entries on these pages are accurate and complete.

Appointing Authority

Date

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee

Date