

**BOARD OF REGENTS  
STATE OF IOWA  
REGENT MERIT SYSTEM**

**Class Title: Communications Technician I**

**Class Code: 3405**

**Pay Grade: 412**

**GENERAL CLASS DESCRIPTION:**

Under general supervision, installs, repairs and maintains electronic communication network, wiring, and connections from the system's Main Distribution Frames (MDF) through the Intermediate Distribution Frames (IDF) and to and including the wall jack outlets for voice and data electronic communication equipment.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

1. Installs, maintains, modifies and repairs electronic communication networks, associated wiring and plug outlets for intra building communication from IDF's to wall outlets for customer voice and data electronic equipment.
2. Installs, maintains, modifies and repairs inter and intra building communications cable as necessary from MDF's to IDF's. Provides documentation of routing and connections.
3. Uses electronic test equipment such as, but not limited to, multi-meters, tone generators, signal tracers and transmission level test set to optimize voice and/or data circuits.
4. Determine and activate alternative circuitry links for those circuits determines faculty by test and analysis.

**KNOWLEDGES, SKILLS AND ABILITIES:**

1. Knowledge of electronic theory, circuitry, industry and departmental standards related to voice and data communications.
2. Knowledge of functions and capabilities of voice and data communications networks.
3. Knowledge of telephone wiring color and installation.
4. Knowledge of cable installation, routing, splicing, fastening and connectorization methods.

The tasks listed under the heading of Characteristic Duties and Responsibilities are examples of the variety and general nature of duties performed by employees in positions allocated in the class. The list is descriptive only and should be used for no other purpose. It is not intended that any position include every duty listed, nor is it intended that related duties cannot be required.

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5. Skill in performing installation tasks without damage to cable and circuits.
6. Skill in use of electronic test equipment in diagnosing circuit problems.
7. Ability to work in confined spaces for prolonged periods of time.
8. Ability to distinguish color spectrum used in wire coding.
9. Ability to perform tasks in an effective and timely manner consistent with departmental standards and guidelines.
10. Ability to implement corrective action based on diagnosed circuitry problems.
11. Ability to use various hand tools.

**MINIMUM ELIGIBILITY REQUIREMENTS:**

Graduation from a two-year resident electronic technology trade school, or any combination of training and experience from which comparable knowledge and experience can be gained.

**REVISION EFFECTIVE: September 1, 1991**