

DATA COMMUNICATIONS TECHNICIAN

DEFINITION: Under general supervision, performs routine installation and repair of computer display terminals, printers and data telecommunication equipment; maintains and installs voice/data/modem and microwave lines and network systems; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Installs, troubleshoots and repairs data communications lines and equipment for computer system, using hand tools and test instruments: moves, changes, installs, repairs, or removes data communications equipment, such as modems, cables, and wires according to user work orders; reads technical manuals to learn correct settings for equipment; measures, cuts, and installs wires and cables; splices wires or cables, using hand tools or soldering iron; connects microcomputer or terminal to data communication lines, using hand tools and following diagrams and manuals; disassembles equipment and inspects and tests wiring to locate and repair problem; modifies equipment in accordance with user request; tests communication lines to ensure that specifications are met, using testing instruments such as voltmeter and data scope.

Enters commands into computer to test equipment; reads messages on computer screen to verify that data is being transmitted between locations according to specifications; provides technical assistance to end users; researches and provides price quotes for telecommunications equipment to end users and departments; maintains internal records and inventories; confers with contract vendors for technical assistance and problem resolution related to their equipment; assists in training user personnel regarding on-line systems; installs and troubleshoots software on computer workstations; may plan layout and installation of data communications equipment; may demonstrate use of equipment.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of federal, state, and Tribal laws, rules, regulations and guidelines related to telecommunication and wireless communication systems.

Knowledge of installation, maintenance and repair of telecommunication network systems and related equipment and software.

Knowledge of tools and equipment utilized in the repair, maintenance and installation of telecommunication systems.

Knowledge of technical journals and manuals utilized in the installation, repair and maintenance of telecommunication systems.

Knowledge of the operation of computer systems and software applications.

Skill in following specific instructions and established procedures.

Skill in analyzing, diagnosing, correcting and resolving computer systems and problems.

Skill in reading, understanding and interpreting technical manuals.

Skill in researching and evaluating telecommunication vendor information and pricing.

Skill in establishing and maintaining effective working relationships.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work requires lifting, carrying, stooping, crawling, and climbing ladders to transport and install telecommunication equipment and software.

THE NAVAJO NATION

Class Code: 1873
Information Technology Series
Information Systems Group
Overtime Code: Non-Exempt
Pay Grade: 60

DATA COMMUNICATIONS TECHNICIAN

MINIMUM QUALIFICATIONS: An Associate's degree in Computer Science or related field; and one (1) year of progressively responsible installation, maintenance and repair of telecommunication equipment and peripherals; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties. Must possess a valid state driver's license and a Navajo Nation Vehicle Operator's Permit.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.