

## CMCMD JOB DESCRIPTION

POSITION TITLE: CABLE TV & FIBER OPTIC INTERNET TECHNICIAN

JOB CLASSIFICATION: CABLE TECHNICIAN GRADE 200

FLSA CLASSIFICATION: FLSA NON-EXEMPT

SUPERVISOR: DISTRICT MANAGER

SUPERVISORY RESPONSIBILITIES: NONE

### DUTIES:

- \*\* Quality Control: properly operates, troubleshoots, maintains, and repairs cable television infrastructure and operations to assure quality reception of cable television services to the point of delivery and to minimize service problems that terminate, disrupt, degrade, or otherwise interfere with the delivery of quality cable television services to customers within the District. Provides cable line locates to identify and protect underground facilities from damage due to excavation activities. Conducts, documents, and files annual FCC Leakage Test reports and performs other work in compliance with FCC rules and regulations.
- \*\* Maintenance: maintains all departmental equipment, tools, records, inventories, facilities and properties, as necessary for proper administration and operation of the department. Perform trouble ticket support as required. Responsible for providing service to identify and correct problems detected in the cable television and internet distribution system.
- \*\* Installation: installs new and extended service lines to new and existing customers. Reviews new construction plans for developments within the District to implement District Rules and Regulations governing the installation of new cable service infrastructure and to protect existing infrastructure from damage.
- \*\* Training: takes reasonable advantage of additional training, education, and industry seminars as necessary to remain current with technology and methods for maintaining cable television and internet services.
- \*\* Information Technology (IT): provide basic IT support to District staff; provide assessments on software and hardware upgrades as required; conduct system data back-ups; monitor and maintain the District Wi-Fi and facility access points. Serve as the main liaison to District's IT consultant; responsible for the operation and maintenance of the District's phone, directory and voicemail system; maintain and sustain the District's audio visual systems; conduct setup of associated AV equipment and operations for Board Meetings and other events.
- \*\* Administration: administers contracts the District has with other service providers for high speed internet services, local access channel programming, television signal acquisition, supplemental labor, and technical and professional services necessary to the construction, operation, maintenance, or repair of system facilities, infrastructure, or equipment. Responsible for department budget planning, management and invoice coding.
- \*\* Other Duties and Responsibilities: carries out other duties and responsibilities as assigned, or as necessary or incidental to the performance of job duties and the proper management and maintenance of the Cable Television and Internet Department.

### QUALIFICATIONS:

- \*\* High school diploma, GED Certificate, or equivalent, together with technical training and certifications necessary to the proper operation, maintenance, and repair of the District's cable and internet infrastructure, and at least 2-3 years of relevant work experience related to the technical operations of a cable television system, fiber optic system, or an equivalent combination of training and work experience.
- \*\* Must possess a valid Colorado Driver License, or the ability to obtain a Colorado Driver License within 30 days from the date of employment, and a good driving record.
- \*\* Must demonstrate job knowledge, proficient job skills, and effective work habits as necessary to the proper performance of job duties, responsibilities, and assignments, including but not limited to the ability to: exercise good judgment; identify and correct workplace problems; foster "team" cooperation in others; learn and apply new knowledge and skills in the workplace; plan and organize one's work and workplace to be orderly and safe; be reliable, productive, innovative, and self motivated as necessary to work effectively without close supervision; demonstrate good verbal and written communication skills; attend and be responsive to workplace needs and goals; produce quality work products that are in good order, accurate, and thorough in content and effect.
- \*\* Must demonstrate personal behavioral characteristics which are conducive to establishing and maintaining harmonious and effective working relationships with others, including, but not limited to the ability: to: adapt to changing workplace conditions; work cooperatively with others; treat others with respect; present an appearance in dress, hygiene, look, and behavior that is appropriate to one's job position, duties, and responsibilities; demonstrate emotional stability in dealing with others; and demonstrate a high standard of personal integrity in all workplace relationships.
- \*\* Must be able to access all properties and buildings in the District for purposes of inspecting, repairing, maintaining, and replacing cable television and internet system components; to climb in and out of trenches, crawl spaces, basements, attics, and other confined work areas; and to climb ladders, stairs, and uneven terrain. Must be capable of lifting 50 lbs and work in varied weather conditions.
- \*\* An ideal candidate would possess any combination of the following certifications in addition to the above requirements: Certified Fiber Optic Technician (CFOT), Fiber Optics Installer, Data Cabling Installer, Fiber Optics Technician, Fiber Optics Technician-Outside Plant, Testing & Termination Technician, Fiber Optics Designer, Broadband Wireless Specialist, Broadband Premises Technician, Broadband Transport Specialist.