
Auburn University Job Description

Job Title:	Tech, Communication	Level I	Grade 29 \$24,400 - \$40,800
Job Code:	AC04	Level II	Grade 30 \$27,400 - \$45,700
FLSA status:	Non-exempt	Level III	Grade 31 \$30,700 - \$51,100

Job Summary

Designs, installs, and maintains statewide communication infrastructures, such as satellite and cable TV.

Essential Functions

1. Manages booking and scheduling for satellite uplink/downlink.
2. Repairs and tests satellite uplinks within the state and campus cable systems.
3. Ensures compliance with FCC regulations, television broadcast codes and copyright laws.
4. Repairs and tests two way radio systems power supplies and other electronic devices as needed.
5. Assist with operation and training of satellite, cable, radio or other multimedia equipment.
6. Performs scheduling, inventory, duplication or other related services.
7. May design communication system layouts and installation plans, working with city, county, and state governments as needed.
8. May install or relocate communication system hardware and equipment within the state.

Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Job Family Levels

Level	Responsibility	Knowledge	Education and Experience*
I	Performs standard duties to procure, install/setup, maintain, and support others in use of specialized equipment and related supplies. Range of equipment supported is relatively limited, and/or relatively low complexity, compared to higher levels.	Possesses knowledge and skills relating to capabilities and operation of specialized equipment, and basic understanding of how it is used in an instructional context. Ability to trouble standard issues.	High school diploma or equivalent plus 1 year relevant experience required.
II	Performs standard and some specialized tasks or projects to select, configure, install, maintain and advise others in the use of a broad range of specialized equipment. Often involves complex connectivity, electrical, bandwidth or similar technical issues. Responsibility for equipment inventory and maintenance is significant.	Possesses broad knowledge and skills in instructional equipment used in assigned area with deep expertise in one or two technical areas. Ability to troubleshoot and participate in planning and purchasing decisions for more significant projects.	High school diploma or equivalent plus 3 years relevant experience. Experience must include at least 2 years at the preceding level or equivalent.
III	Lead level technical support. Under general guidance, plans, procures, installs, configures and maintains sophisticated equipment, used in multimedia classrooms or other instructional context of similar complexity. Assignments are broad in nature, requiring originality and ingenuity. Has appreciable latitude for unreviewed action or decision. At this level, there is a very high level of stewardship over University-managed assets, and responsibility for training and guiding the work of others.	Possesses and applies a broad knowledge of technical principles, practices, and procedures, including IT, electrical/electronic, photographic or other areas, with strong knowledge and skill in the application of information and media technology to instruction. Ability to troubleshoot both standard and non-standard issues.	High school diploma or equivalent plus 5 years relevant experience, Experience must include at least 2 years at the preceding level or equivalent.

* See the "Minimum Required Education and Experience" section of the job description for any substitutions that may be allowed for education and experience.

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Minimum Required Education and Experience

- Level I** High school diploma or equivalent plus 1 year relevant experience required.
- Level II** High school diploma or equivalent plus 3 years relevant experience. Experience must include at least 2 years at the preceding level or equivalent.
- Level III** High school diploma or equivalent plus 5 years relevant experience, Experience must include at least 2 years at the preceding level or equivalent.

Focus of Education

High School Diploma or equivalent

Focus of Experience

Experience in designing, installing and/or maintaining communication infrastructures

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

Minimum Required Knowledge

Certification or Licensure Requirements:

None Required.

Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires standing, walking, reaching, climbing or balancing, talking, hearing, handling objects with hands, and lifting up to 100 pounds.

Job occasionally requires sitting, stooping/kneeling/crouching/crawling, and lifting more than 100 pounds.

Vision requirements: Ability to see information in print and/or electronically, ability to distinguish colors.

Date: 1/9/2012
