

## CITY OF ST. LOUIS CLASSIFICATION SPECIFICATION

### CLASSIFICATION

**TITLE:** Telecommunications Inspector

**CLASS CODE:** 1824

### **GENERAL DESCRIPTION OF DUTIES:**

Incumbents in this classification inspect construction sites and cable installations to ensure compliance with city codes and ordinances and help to negotiate resolution of cable customer complaints.

### **DISTINGUISHING CHARACTERISTICS:**

This is a journey-level technical classification in the Cable Communications and Telecommunications Series - Cable Technical and Production Group job family within the City of St. Louis. Incumbents within this classification perform moderately complex duties with a limited variety of related tasks. The distinguishing characteristics of this classification within the series include responsibility for technical inspection functions relating to the inspection of telecom provider systems and cable television systems.

Incumbents work under general supervision. While workers require some supervision in most assignments, they are free to develop their own work sequences within established procedures, methods and policies. They are generally subject to periodic supervisory checks.

### **EXAMPLES OF WORK (Illustrative Only):**

***(The list of duties is intended to be representative of the duties performed in positions within this classification. It does not include all the duties that may be assigned to a position and is not necessarily descriptive of any one position in this class.)***

Inspects the construction, installation, and maintenance of telecom provider systems and cable television systems for compliance with applicable codes and ordinances.

Inspects government and educational installations for compliance with electrical codes and issues notices of non-compliance.

Interprets FCC rules and regulations as applicable for the regulation of telecom providers.

Enforces city franchise ordinances and electrical codes.

Investigates and resolves cable television customer complaints and problems.

Develops and maintains computerized technical performance files on telecom providers.

Monitors construction methods of telecom providers to ensure compliance with national electric safety codes.

Conducts checks of over-air broadcast signal leakage; identifies FCC rules violators and degradation of cable television pictures.

Monitors signal level of city government access channel for compliance with specifications.

Conducts field performance audits of telecom providers.

Assists in the development of the city computer network and GIS mapping projects.

Maps telecom systems.

Completes situation reports on cable regulation problems.

Prepares monthly technical reports on cable and telecom provider activities.

Maintains files of maps, logs, and permits for telecom infrastructure in the public right of way.

Assists management in preparing summary reports for franchise renewal.

Conducts field audits to verify correct linear footage for annual billings to telecom providers.

Performs other duties as assigned.

## **KNOWLEDGE, SKILLS AND ABILITIES:**

### **Data Utilization:**

Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.

### **Human Interaction:**

Requires the ability to provide guidance, assistance and/or interpretation to others, such as co-workers, telecom provider representatives, cable technicians, cable subscribers, and the public, on how to apply policies, procedures and standards to specific situations.

### **Equipment, Machinery, Tools and Materials Use:**

Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a signal strength meter, signal leakage detector, technical tools, computer, vehicle, and/or related materials used in performing essential functions.

### **Verbal Aptitude:**

Requires the ability to utilize a variety of reference, descriptive and advisory data and information such as telecom provider maps, public works schedules, signal performance reports, technical study reports, equipment calibration logs, technical operating manuals, statutes, procedures, guidelines and non-routine correspondence.

### **Mathematical Aptitude:**

Requires the ability to perform addition, subtraction, multiplication, and division; calculate decimals and percentages, and use descriptive statistics.

**Functional Reasoning:**

Requires the ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objective.

**Situational Reasoning:**

Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory, judgmental and/or subjective criteria, as opposed to criteria that are clearly measurable or verifiable.

**Environmental Factors:**

Tasks may risk exposure to adverse environmental conditions, such as heat, cold, wetness, electrical currents, odors, and toxic agents.

**Physical Requirements:**

Requires the ability to regularly perform moderately physically demanding work, typically involving some combination of lifting and carrying moderately heavy objects and materials, twenty to fifty pounds.

Requires the ability to stoop, kneel, crouch, crawl, bend, and climb, in order to perform inspection duties.

**Sensory Requirements:**

Requires the ability to recognize and identify degrees of similarities or differences between characteristics of colors, shapes, and sounds, associated with job-related objects, materials and tasks such as use of color-coding in wiring inspection. Requires the ability to distinguish objects clearly both at close and far-range, such as inspecting equipment used on telecom poles.

**Education and Experience Statement:**

Associate's degree in Telecommunications or a related field with three years fiber optic and cable installation and repair experience or any combination of education and experience that provides equivalent knowledge, skills, and abilities.

**Special Requirements:**

Possession of a valid state driver's license.

The City of St. Louis is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of St. Louis will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.