



Example of Data Technician Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of data technician. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for data technician

- Performs pre-survey to determine availability of equipment and facilities, to pretest circuits to ensure that conditioning requirements are met, and to review with customer work specified in the work order and the possibilities of utilizing existing facilities for upgrading/customizing services
- When installing or repairing telephone services, connects equipment to inside cable and makes cross connections by connecting color coded wires
- Must pump water and/or clean debris from utility hole
- Performs trouble isolation of transport customer and company communications components, cable and infrastructure from the customer's premise up to and including the central office/loop runner equipment
- Runs cross-connects, check batteries to alarms and repairs equipment in SLC/HUT locations
- Installs, performs routine maintenance, analyzes defects, tests, adjusts, repairs and provide timely customer service
- Must be willing to work POTS/HSI if required by workload
- Installs, maintains/repairs, and tests residential/small business telecommunication service, both POTS and DSL on copper and/or fiber optic cable in an aerial, or buried environment
- Reviews, analyzes, updates and interprets work orders, circuit diagrams, word documents, schematic drawings, engineering work prints, OPS (outside plant) maps, equipment drawings, company records, technical manuals and other source documents to obtain specifications for installation and trouble isolation purposes

performs specified work

Qualifications for data technician

- Ability to identify and resolve problems in a timely manner, manage difficult situations professionally, and respond to client needs promptly
- Ability to develop and foster successful business relationships by phone and in person
- Power (UPS, battery string)
- 2 years experience in data loading and litigation support
- Skills and experience with Concordance, Recommind Axcelerate, or similar tools or applications
- Typically requires high school diploma or equivalent, and four to five years of related (programming) experience