

**Civil Service Title: Telephone Service Technician**

**Office Title: Telephone Service Technician**

**Salary: \$25 - \$27/Hour**

**Duration: This is a 6 month position.**

**Work Location: 5 – Boro, Randalls Island**

**Number of Positions: 1**

Telecommunications maintains the agency's telephone lines and equipment throughout the five boroughs. The division is responsible for the installation and repair of all telephone equipment, voice messaging systems and cellular telephones. In addition Telecommunications also maintains the agency's telephone directory, and delivers high-speed data services to end-users.

### **MAJOR RESPONSIBILITIES**

- Under general supervision maintain, install, inspect, test, move, alter and repair telephone communications systems, equipment and low voltage electronic systems equipment, including associated cable and wiring.
- Perform inventory of telephone equipment at field sites and prepare order forms for purchasing equipment.
- Attend site meetings, analyze telephone problems and make recommendations.
- Ensure safety and care of all equipment and tools on job site and in vehicles.
- Operate and maintain Parks' vehicles in a safe manner.
- In the absence of supervisor, may perform supervisory duties as needed.

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### **QUALIFICATION REQUIREMENTS**

1. Four years of full-time satisfactory journey-level experience, acquired within the last ten years, in the maintenance, installation or repair of telephone communication system and equipment ; or
2. Three years of full-time experience as described in "1" above, plus graduation from a recognized vocational or trade high school, with a major sequence of courses in electrical or electronic technology; or
3. Two years of full-time experience as described in "1" above, plus an A.A.S. degree from a community college or 60 college credits I a major sequences of courses in electric or electronic technology.
4. Education and/or experience equivalent "1", "2" or "3" above.

New York City Residency required within 90 days of employment.

### **LICENSE REQUIREMENTS**

A Motor Vehicle Driver License valid in the State of New York. Employees must maintain the license for the duration of their employment.

### **PREFERRED SKILLS/QUALIFICATIONS**

1. Excellent writing, communication, organizational and customer service skills.
2. Proficiency in computer software, including Microsoft Word, Excel and Access.
3. Ability to work independently and as part of a team.

**To apply, please submit resume and cover letter by 9/15 to:**

**Rodney Collazo, Assistant Director of Telecommunications**

**City of New York/Parks & Recreation**

**Five Boro,**

**Randalls Island, N.Y. 10035**

**Email: [Rodney.collazo@parks.nyc.gov](mailto:Rodney.collazo@parks.nyc.gov)**

**[www.nyc.gov/parks](http://www.nyc.gov/parks)**

**THE CITY OF NEW YORK**

**AND**

**THE CITY OF NEW YORK / PARKS &**

**RECREATION**

**ARE EQUAL OPPORTUNITY EMPLOYERS**

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**Telecommunications Device for the Deaf: (800) 281-5722**