

# Job Description

## Assistant Technician

**REPORTS TO:** Team Leader

### **SUMMARY OF POSITION**

The Assistant Technician is responsible for installation of all cables, as well as testing and interpreting test results for installed cables.

### **ROLES AND RESPONSIBILITIES**

#### **Installing Cables**

- Identification of suitable cable routes on site (Planning)
- Accurate measurement of routes. (Limited cable wastage)
- Understand the plan as communicated by Team Leader (Vision)
- Understanding fibre optic cables, and the practises of correctly installing fibre optic cable. (Bend radius & figure 8)
- Cables marked and labelled correctly before they are installed.

#### **Network Points**

- Numbering and layout of network points is done logically.

#### **Cable Routing**

- Investigate cable routing on site (Reticulation)
- Measure cable routes
- Test to Level 1 specification

#### **Looming and Lacing**

- Basic understanding of the cable markings on the cable and their meaning. Copper & Fibre
- Cable looms are measured and cut accurately before they are installed.
- Lacing of looms on trays and in ceiling boards are done correctly.
- Spacing and tension of straps on looms are correct.
- Exposed cable looms on Wall Mount Cable Trays are correctly laced.
- Correctly lace and loom the Cabinet to the Patch Panel.

#### **Skirting and Trunking**

- Correct selection and use of hand tools. Measure and cut with hacksaw. Use of Set Square. Spirit level
- Neatness and cleanliness of finished installation. Filling and touch up where required. Installation wiped clean.

#### **Terminations**

- Clear understanding and identification of A & B Spec.
- Correct termination of wall outlets. Understanding the implications of incorrect termination practises.
- Cable skin distance, maintaining twists in pairs, cable pair nicks.
- Correct mounting of wall outlets. Use the correct fastening material for the surface you are mounting on.
- Wall Mount Cabinets are mounted securely and level.

#### **Basic Testing and Fault Finding**

- Basic tester reading, understanding the display. Identify a fault condition on the tester.
- Able to test installations to Level 1 specifications, basic wire map and length.
- Use of markings on the cable to locate faults.

#### **Additional Duties and Responsibilities**

- The installation environment is always kept as clean and tidy as possible (Respect the clients premises)
- The Company's property, tools and equipment is safeguarded at all times.
- General care and maintenance of PPE kit

#### **Health, Safety, Quality and Environmental Responsibilities**

- Report any deviations that could lead to an accident
- Participate in Safety Training to improve safety standards
- Report incidents and accidents before the end of a shift
- Adhere to the Company's Health and Safety policy and procedure
- Look after your own safety and that of other employees
- Ensure that the SHEQ Management System requirements are met towards customer, internal, ISO, regulatory / legal requirements.

# Job Description

## Assistant Technician



- Manage and perform all internal processes, especially those that affect the quality of the Organization's products.
- Work with Customers, Colleagues and Contractors towards continual improvement of the Management system and report the need for improvement to Management.
- Keep up standards and regulations with respect to Products and Services

**Any other reasonable duties and responsibilities in line with your capabilities and at the request of your Superior**

### **JOB REQUIREMENTS**

- Must have a minimum of Grade 12 or equivalent
- Must be able to read and interpret building/floor plans
- Must understand the correct wiring specifications for the relevant cabling systems
- Must be able to match joints on power skirting and trunking
- Must be able to understand and use the test equipment and interpret results on entry level testing
- Must have good verbal and written communication skills
- Must be able to understand and use hand tools and fastening materials
- Must have perfect colour vision as plans, wires and cables are colour coded
- Must be able to use both hands as well as have full range of motion in your hands and fingers
- Must be available to travel and work overtime if and when required

### **BEHAVIOURAL REQUIREMENTS**

- Must be able to work independently as well as in a team
- Must consistently maintain a high level of integrity, honesty and reliability
- Must have exceptional attention to detail, be results and detail driven, and goal orientated
- Must have excellent organisational, planning, multitasking and administrative skills
- Must be able to prioritise jobs, perform under pressure and meet deadlines
- Must be logical, methodical and proficient
- Must be able to follow instructions
- Must be able to manage time efficiently and effectively
- Must be willing to take on new responsibilities and challenges
- Must have exceptional Customer service skills
- Must be dressed professionally at all times
- Must conduct him/herself in the appropriate manner and show respect towards the Company, Clients, Suppliers, Contractors and fellow employees
- Must have excellent interpersonal and communication skills

I hereby understand and accept the duties and responsibilities as laid out in the job description and confirm I can perform the functions detailed above.

Full Name and Surname : \_\_\_\_\_

ID Number : \_\_\_\_\_

Date : \_\_\_\_\_

Signature : \_\_\_\_\_