

DOMINION TRANSMISSION, INC.

JOB DESCRIPTION

TITLE: Communications Specialist

CODE NO.: Start Level I Level II
00124 00409 00622

GRADE: 003 007 010

REPORTS TO: As Assigned

DATE: August 15, 2010

RESPONSIBILITIES:

Perform a variety of duties incidental to the installation, operation, and maintenance of the corporate telephone communications system and other electronic equipment.

ASSIGNED DUTIES:

1. Perform such duties as installing, inspecting, maintaining, repairing, replacing, and removing telecommunications lines, cables, and associated equipment.
2. Perform activities such as climbing poles, setting poles, guylines, and associated equipment; hanging cable; bury cable and conduit, connecting telephones and associated equipment; working from blueprints, drawings, and specifications; connecting and operating test equipment.
3. Make periodic inspections and minor repairs to all equipment used in the performance of assigned duties, keeping the equipment in safe and proper working condition. Operate test equipment including ground meters, multimeters, headsets, lineman's test sets, and cable fault locators.
4. Install, maintain, and repair corporate telephone equipment including telephones, key equipment, and signal devices.
5. Inspect, analyze, replace and repair circuit protection, including station and tower grounding, keeping records of all locations as to the quality of the grounds and submit records when requested.
6. Assist with telecommunications facility maintenance such as mowing grass, cutting brush, and painting at radio and microwave towers and along rights-of-way.
7. Install, maintain, and repair power lines to communications facilities including setting poles and hanging wire and transformers.
8. Keep records of work performed and materials used as required.

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9. May direct other employees in the performance of assigned duties.
10. Promote good public relations.
11. May perform other duties as required in higher or lower classifications.