

Work Processes Schedule

MAINTENANCE MECHANIC, TELEPHONE (ANY INDUSTRY)

RAPIDS: 0309N

O*NET/SOC: 49-2022.00

REVISION DATE: 12/2014

Installs, tests, and repairs communication equipment, such as public address and intercommunication systems, alarms, switchboards, telephones, and related apparatus, including switching keys, using schematic diagrams and testing devices. Demonstrate knowledge and skills for qualifying as Journeyman. Applicable Job Qualification Requirements will be used as a guide in performing tasks and demonstrating knowledge in the following areas. Actual work time must be recorded in the Work Experience Log.

Applicable Ratings/MOS

USMC MOS 0612, 0613, 2821, 2822, 2831, 2841, 2844, 2847, 2862, 2891

USCG IT

USN CE, IC

Related Instruction

Any trade related schools/courses totaling 576 hours.

Additional Requirement

CE rating Must have NEC 5642

Total Hours: **8000**

| Skill | Description | Hours |
|-------|--|-------|
| A | <p>GENERAL ADMINISTRATION</p> <p>Maintain directives, logs, and records. Prepare reports and summaries. Complete Maintenance Data System (MDS) forms for all maintenance performed on the telephone communication.</p> | 250 |
| B | <p>INSTALLATION AND TESTING</p> <p>Install, modify or test communication equipment such as public address and intercommunication systems, wired burglar alarms, switchboards, telegraphs, telephones, and related apparatus, including coin collectors and switching devices using schematic diagrams, testing devices, and hand or power tools. Install or modify equipment according to layout plans and connect units with inside and outside service wires. Install or modify new cable runs, lay out plans for new equipment and estimate material required.</p> | 1000 |
| C | <p>MECHANICAL MAINTENANCE</p> <p>Use blueprints, technical manuals, maintenance or service instruction to maintain mechanical components within the telephone communications system. Perform routine maintenance on mechanical components such as alignments, lubrication, or adjustments.</p> | 500 |
| D | <p>LOGISTICS</p> <p>Order parts, inventory spare parts, prepare repairables for turn in, prepare surveys. Maintain ready supply of high usage items such as light bulbs, etc., in accordance with established standards.</p> | 500 |

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| E | <p>OPERATIONS</p> <p>Operate automatic dial telephone equipment. Examine mechanisms and disassemble components to replace, clean, adjust, or repair parts, switches, relays, circuits, or signaling units. Verify telephone system or components are working according to established standards.</p> | 1000 |
| F | <p>ROUTINE MAINTENANCE</p> <p>Perform corrective and preventive maintenance on communication equipment such as public address and intercommunication systems, wired burglar alarms, switchboards, telegraphs, telephones, automatic dial telephone equipment, and related apparatus, including coin collectors and switching devices using schematic diagrams, testing devices, and hand or power tools.</p> | 2000 |
| G | <p>ELECTRICAL SYSTEMS REPAIR</p> <p>Troubleshoot and repair telephone systems or peripheral equipment. Maintain electrical equipment and analyze malfunctions using devices such as oscilloscopes, generators, meters, and electric bridges, to locate and diagnose nature of defect and ascertain repairs to be made. Operate and test equipment to ensure elimination of malfunction.</p> | 2500 |
| H | <p>SAFETY</p> <p>Conform to prescribed safety standards. Properly use and care for tools and test equipment. Ensure test equipment is within calibration standards of the company. Perform proper safety procedures when working with companies electrical and mechanical systems. Ensure unused cables are properly terminated and identified.</p> | 250 |