



JOB DESCRIPTION

Telecommunications Specialist

Date Prepared: March 2014

Class Code: 8315

SUMMARY: Under limited supervision, performs assignments requiring the application of telecommunications and engineering fundamentals; provides guidance to construction crews, technician, and contractors.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Participates in the development of plans and estimates for construction and major repair of the telecommunications and fiber optic backbone system including Internet, Dark Fiber and related facilities.
- Manage telecommunications projects to ensure compliance with terms, conditions, and timelines per project specifications.
- Provides technical expertise for telecommunications issues.
- Applies new applications to optimize the use of the City's fiber optics network and telecommunications systems.
- Coordinates with maintenance services to ensure telecommunications and network system resources are available.
- Prepares telecommunication engineering work orders for construction crews to follow; documents the completed project.
- Prepares detailed specifications for equipment and material purchases.
- Meets with contractors and various project coordinators to identify and fulfill the telecommunications needs of connected customers.
- Assists in implementing effective equipment maintenance programs.
- Checks plans and construction work order packages for compliance to proper engineering practices.
- Develops power distribution switching procedures.
- Provides stand-by services during off hours and responds to customer and system emergencies.
- Performs other related duties as required.
- Supports the relationship between the City of Vernon and the general public by demonstrating courteous and cooperative behavior when interacting with visitors and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

Associate's degree in Computer Science with emphasis in telecommunications, information technology, or electrical engineering AND four years of experience in a telecommunications service.

Knowledge of:

- City organization, operations, policies, and procedures.
- City's telecommunications infrastructure.
- Customer service and public relations methods and practices.
- Engineering and telecommunications codes and standards.
- Installation, repair, and maintenance of telecommunications equipment including fiber optic backbone systems; Internet, and Dark Fiber.
- Principles and practices contract administration and project management.
- Principles and practices of power distribution switching.
- Record keeping and file maintenance principles and practices.
- Telecommunications systems media, telecommunication utility standards, tariffs and rate structures, and overhead and underground communications line extensions.

Skill in:

- Communicating effectively verbally and in writing.
- Directing the work of contractors.
- Establishing and maintaining cooperative working relationships with managers, supervisors, staff, external public agencies and other entities.
- Interpreting and applying City, state and federal policies, laws, regulations, statutes, and codes.
- Managing situations requiring diplomacy, fairness, firmness and sound judgment.
- Operating a personal computer utilizing standard and specialized software.
- Provisioning and commissioning switches, routers, and servers for telecommunications infrastructure.
- Working effectively with others to develop solutions for problems.

LICENSE AND CERTIFICATION REQUIREMENTS:

A valid California State Driver's License is required.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in a standard office environment, and in internal and external environments throughout the City, with possibility of exposure to hazardous materials.