

Title: Telecommunications Manager
PG: 67
Status: Non-Civil Service
Position Reports to: Director of Information Technology
Department: Information Technology

Class Code: 2187
Date: 10/08

GENERAL DESCRIPTION OF CLASS:

This is a highly responsible managerial position. An employee in this class is responsible for planning, organizing, and coordinating the cost effective design and operation of inside and outside plant fiber optic cable installations, all communication network facilities to support substation communications, and all network facilities to support internal telephony services. Work normally requires the supervision of and cooperation with engineering and technical subordinates. Assignments are received in broad outline or developed through this position's own identifications of needs and require independently organizing work, formulating technical policies within assigned specialty and monitoring work to ensure efficient operation. Work is reviewed by an administrative supervisor for overall effectiveness and attainment of objectives within the assigned function.

ESSENTIAL FUNCTIONS:

1. Serves as Telecommunications division manger, directing and controlling engineering and technical communications programs and staff assigned to the division.
2. Designs economically effective communication solutions to meet customer needs and prepares work orders for technical staff.
3. Manages the use of contract engineering services and installation services to optimize productivity of the telecom unit.
4. Coordinates assigned functions and activities of this division with other city departments and divisions, other governmental agencies, and private consulting engineers and contractors.
5. Provides technical guidance for work assigned and delegates responsibility to lead engineers and technicians.
6. Directs work planning, schedules, studies, estimates manpower forecasting program and budget requirements.
7. Develops materials and construction specifications to be used as standards by the division.
8. Plans the scheduling and control of authorized capital projects.
9. Maintains records of the networks designed and built for telecommunication services.
10. Maintains records of initiated project cost and construction data.
11. Supervises establishment of equipment operation standards and ratings.
12. Participates in design and analysis as necessary.

ADDITIONAL RESPONSIBILITIES:

1. Ensures all engineering and technical staff for telecommunication maintains current knowledge of developing technologies and skills required to implement those technologies in a cost effective manner.
2. Performs related work as required.

KNOWLEDGE, SKILLS & ABILITIES:

1. Extensive knowledge of telecommunications and electrical engineering principles and practices applied in planning, location and design and as required for carrying out details of standardized design or assigned research.
2. Extensive knowledge of fundamental and applied telecommunications and electrical engineering science.
3. Extensive knowledge of statistical principles, applications and design of difficult telecommunication engineering projects.
4. Skill in making complex telecommunications and electrical engineering computations and in designing difficult telecommunication engineering projects.

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5. Ability to plan and supervise the work of subordinate engineers and technicians.
6. Ability to plan, budget, and direct telecommunications and electrical engineering project of considerable magnitude.
7. Ability to conduct advanced telecommunication and electrical engineering research, write technical reports, give reliable advice on complex telecommunication and electrical engineering problems, plan specifications and reports.
8. Ability to establish and maintain effective working relationships with associates, consultants, contractors, employees and the public.

WORKING ENVIRONMENT/CONDITIONS:

Requires sedentary work that involves walking or standing some of the time, exerting up to 10 pounds of force on a recurring basis, and routine keyboard operations.

The job risks exposure to no significant environmental hazards.

The job requires normal visual acuity, field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):

1. Graduation from an accredited four (4) year college or university with a degree in electrical engineering, or a closely related telecommunications field.
2. Four (4) years of experience with telecommunications network design using DS0, DS1, DS3, SONET, DACs, ATM, DWDM, LAN/WAN and Central Office Class 5 switch technologies.
3. Clear understanding of telecommunications theory, maintenance and troubleshooting procedures.
4. One (1) year of experience in a supervisory or administrative capacity.
5. Thorough knowledge and experience with the following software: Microsoft-Word, Excel, Access, Power Point, and Project; Micro-station Version J; and familiar with ADC Fiber-base.
6. An equivalent combination of education and experience that is determined to be directly related to the specific requirements may be substituted.
7. Completion of City University Level three (3) or completion within twelve (12) months.

SPECIAL REQUIREMENTS:

1. Must possess and maintain a valid State of Florida Driver's License.
2. Must maintain a valid home telephone.
3. A registered Professional Engineer currently licensed to practice in Florida is preferred.
4. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.