

Title: Fiber Optics Supervisor
PG: 63
Status: Civil Service
Position Reports to: Telecommunications Manager
Department: Department of IT

Class Code: 2206
Date: 09/08

GENERAL DESCRIPTION OF CLASS:

This supervisory position is responsible for planning, organizing, coordinating, and supervising the design and implementation of the City of Lakeland's fiber optic cable network. Work normally requires the supervision of and cooperation with other departments and technical subordinates. Assignments are received in broad outline and require independently organizing work, formulating technical policies within assigned specialty and monitoring work to ensure efficient and effective operation of the group. Employee in this position is responsible for preparing the budget for their section and in setting priorities in accordance with the City of Lakeland's strategic plan. Work is evaluated by the Telecommunications Manager for overall effectiveness and attainment of objectives within the assigned function.

ESSENTIAL FUNCTIONS:

1. Serves as Fiber Optics section supervisor, directing and controlling programs and projects, and assigning work activities to the appropriate staff.
2. Ensure personnel receive required training, both technical and safety, for the work place.
3. Coordinates assigned functions and activities for this section by maintaining proper communications with other departments, divisions, work groups and outside agencies.
4. Produce preliminary design and costs from network plans for comparison and analysis to provide new service and expansion, to improve service quality, reliability, and reduce network costs.
5. Provides technical guidance for work assigned and delegates implementation responsibility to work group.
6. Evaluate and certify carriers, equipment vendors, contractors, and new technologies as they pertain to fiber optics.
7. Acts as a representative/liaison with other utilities and industry organizations involved in projects and studies.
8. Develops and maintains standards and procedures to be used by the section.
9. Direct work planning and scheduling, including manpower forecasting and budgeting requirements.
10. Insure that all work is completed in compliance with industry regulations including safety.

ADDITIONAL RESPONSIBILITIES:

1. Perform special projects and other duties as may be assigned by the Telecommunications Manager.

SUPERVISORY RESPONSIBILITIES:

1. Performs supervisory responsibilities to include selecting, developing/training, assigning and monitoring work, performance management (establishing clear expectations, goals, and performance standards; coaching: providing timely feedback: conducting performance reviews, addressing performance/safety issues), recognizing and rewarding performance and issue resolution within the work group, in accordance with policies and laws.

KNOWLEDGE, SKILLS & ABILITIES:

1. Strong working knowledge of telecommunications industry and network cost principles pertaining to outside plant installation, construction, splicing, and testing methods.

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2. In depth knowledge of voice and data communications.
3. Ability to solve complex problems through analysis.
4. Possess exceptional interpersonal abilities, oral and written communications skills.
5. Ability to meet deadlines and deal effectively with the stress of a rapidly changing environment.
6. Have professional understanding of PC to achieve efficient, excellent output using Windows, Office, CAD and fiber database software.
7. Experience in planning, designing, and implementing outside plant fiber optic networks as it pertains to cable installation and splicing.
8. Extensive knowledge of project expenditures and budgetary cost controls.
9. Ability to establish and maintain working relationships with supervisor, co-workers, subordinates, consultants, other utilities, other City employees and the general public.
10. Ability to understand, follow, and/or transmit complex oral and written instructions.
11. Ability to be a self-starter, self-motivated, detail oriented, team player and be able to carry out assignments independently.
12. Ability to direct others in the management of multiple projects simultaneously and in a proficient manner, while maintaining schedule flexibility as needed.
13. Ability/willingness to perform work to support the vision, mission, values and goals of the department.

WORKING ENVIRONMENT/CONDITIONS:

Requires sedentary and active work that involves walking or standing some of the time, exerting up to 30 pounds of force on a recurring basis, and routine keyboard operations, operation of City general purpose vehicles (automobile or pick up truck), some job duties may be performed in an office environment while other duties may require field work at various outdoor job sites.

The job risks exposure on rare occasions to electrical or mechanical or chemical hazardous conditions, and occasional exposure to extreme noise levels, dusts pollen, bright or dim lights, extreme cold or heat, wet or humid conditions, fumes, noxious odors, and heights.

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

QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):

1. A two (2) year technical degree from an accredited college or university with coursework in Microstation or AutoCad.
2. Eight (8) to ten (10) years experience in Outside Plant Telecommunications, at least one (1) year of experience in a supervisory or administrative capacity.
3. Thorough knowledge and experience with the following software: Microsoft Office, Microstation or AutoCAD, Visio, Fiber database software.
4. An equivalent combination of education and experience that is determined to be directly related to the foregoing specified requirements may be substituted.
5. Completion of City University Level two (2) or completion within twelve (12) months.

SPECIAL REQUIREMENTS:

1. Must maintain City driving privileges/valid Florida driver's license.
2. Must maintain a valid contact phone number.
3. 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.