



POSITION VACANCY NOTICE

City of Ketchikan

November 9, 2020

TITLE: PLANT MANAGER			
DEPARTMENT:	KPU	DIVISION:	Telecommunications
STATUS:	Regular Full-time	HOURS/DAYS:	Monday – Friday 8:00 AM – 5:00 PM
GRADE / STEP:	771 / A-K	DUTIES:	See attached job description
MONTHLY SALARY:	\$6,845.48- \$7,944.47 DOQ	UNION STATUS:	NO

SPECIAL REQUIREMENTS:

A Bachelor's degree from an accredited college or university with major course work in business administration, engineering, or a related field is highly desirable. Eight years of increasingly responsible telecommunications plant experience including two years of administrative and supervisory responsibility; experience in plant engineering and drafting is highly desirable. Possession of, or ability to obtain, valid driver's license.

ADVERTISING REQUIREMENTS

POSITION IS OPEN UNTIL FILLED

PUBLICATIONS: Ketchikan Daily News; Job Service; City Website

APPLICANT PROCESSING INSTRUCTIONS

For application and complete job description contact:
The City of Ketchikan, 334 Front Street, (907) 228-5631 or online at:
www.ktn-ak.us/jobs

CITY OF KETCHIKAN IS AN EQUAL OPPORTUNITY EMPLOYER

TELECOMMUNICATIONS PLANT MANAGER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under administrative direction, directs, manages, supervises, and coordinates the activities and operations of the plant within the Telecommunications Division including personnel engaged in the construction, operation, and maintenance of telecommunications plant facilities; coordinates assigned activities with other divisions, departments, and outside agencies; and provides highly responsible and complex administrative support to the Telecommunications Division Network Operations & Engineering Manager.

The Telecommunications Plant Manager is responsible for the safety of coworkers and subordinates and KPU facilities and equipment. The Telecommunications Plant Manager must perform his/her duties in a manner that reflects positively on KPU and the division; responsible for maintaining a level of professional expertise and image that promotes efficient use of the resources available to the division.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Assumes management responsibility for assigned services and activities of the telecommunications plant; manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommends and administers policies and procedures.
2. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within departmental policy, appropriate service and staffing levels.
3. Plans, directs, coordinates, and reviews the work plan for telecommunications plant staff; assigns work activities, projects, and programs; reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve problems.
4. Selects, trains, motivates, and evaluates telecommunications plant personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements progressive discipline and termination procedures.
5. Oversees and participates in the development and administration of the plant's annual budget; participates in the forecast of funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements adjustments.
6. Coordinates engineering activities associated with the provision of outside plant facilities design and implementation required for expansion, rearrangements, and maintenance.
7. Administers the plant records and line assignment software, including table maintenance, ad-hoc reporting and training.
8. Serve as a liaison with other divisions, departments, and outside agencies; negotiates and resolves sensitive and controversial issues.
9. Serves as staff on a variety of boards, commissions, and committees; prepares and presents staff reports and other necessary correspondence.
10. Provides responsible staff assistance to the Telecommunications Network Operations & Engineering Manager; conducts a variety of organizational studies, investigations, and operational studies;

recommends modifications to programs, policies, and procedures as appropriate.

11. Attends and participates in professional group meetings; maintains awareness of new trends and developments in the telecommunications field; incorporates new developments as appropriate.
12. Responds to and resolves difficult and sensitive citizen inquiries and complaints.
13. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Operational characteristics, services, and activities of a telecommunications plant, including basic and advanced telecommunications services.
Principles and practices of telecommunications installation and maintenance.
Principles and practices of program development and administration.
Technical knowledge of telecommunications services.
Principles and practices of budget preparation and administration.
Principles of supervision, training, performance evaluation, and progressive discipline.
City accounting systems and budgeting processes
Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

Oversee and participate in the management of a comprehensive telecommunications plant.
Oversee, direct, and coordinate the work of lower level staff.
Select, supervise, train, and evaluate staff; implement progressive discipline when necessary.
Participate in the development and administration of division goals, objectives, and procedures.
Prepare and administer budgets.
Identify opportunities for training.
Write and manage contracts for labor and materials for construction projects.
Manage contracts, coordinate and oversee contractors.
Forecast expenditures based on growth and new service offerings.
Prepare clear and concise administrative and financial reports.
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
Research, analyze, and evaluate new service delivery methods and techniques.
Interpret and apply federal, state, and local policies, laws, and regulations.
Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Equivalent to the completion of the twelfth grade. A Bachelor's degree from an accredited college or university with major course work in business administration, engineering, or a

related field is highly desirable.

Experience:

Eight years of increasingly responsible telecommunications plant experience including two years of administrative and supervisory responsibility. Experience in plant engineering and drafting is highly desirable.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting with occasional travel from site to site and exposure to inclement weather; subject to callout at irregular hours; occasionally is required to attend City of Ketchikan Council and Advisory Board meetings. Regularly interacts with other telecommunications personnel; frequent contact and interaction with telecommunications subscribers; occasional interaction with other KPU and City personnel; frequent interaction with professional engineering and consulting firms; occasional interaction with state and federal regulatory agencies; occasional interaction with manufacturers and vendors.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to travel to work sites; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Grade: 7-71

Union: No

FLSA: Exempt

Date Approved: June 2007 (Johnson & Associates)

Date Amended: February 2017

Date Reviewed: August 2019

Human Resources Manager Approval

City Manager Approval