



## POSITION VACANCY NOTICE City of Ketchikan

November 2, 2018

<b>TITLE: TELECOMMUNICATIONS ENGINEER</b>			
<b>DEPARTMENT:</b>	KPU Telecommunications	<b>DIVISION:</b>	Engineering
<b>STATUS:</b>	Regular Full-time	<b>HOURS/DAYS:</b>	Monday – Friday 8:00 AM – 5:00 PM
<b>GRADE / STEP:</b>	982 A-L	<b>DUTIES:</b>	See attached job description
<b>MONTHLY SALARY:</b>	\$8,633.08- \$10,169.32/DOQ	<b>UNION STATUS:</b>	NO

### **SPECIAL REQUIREMENTS:**

A Bachelor's degree from an accredited college or university with major course work in electrical engineering or a related field; Five years of increasingly responsible telecommunications engineering experience including two years of administrative and supervisory responsibility.

### **ADVERTISING REQUIREMENTS**

Position is Open Until Filled

**PUBLICATIONS:** Ketchikan Daily News; Job Service; City Website; NTCA.org; alaskatel.org

### **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](http://www.ktn-ak.us/jobs)

**CITY OF KETCHIKAN IS AN EQUAL OPPORTUNITY EMPLOYER**

## TELECOMMUNICATIONS ENGINEER

*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 direction, performs advanced professional level duties in support of the Engineering staff and the Central Office within the Telecommunications Division; provides professional telecommunications engineering support to the Telecommunications Division; coordinates assigned activities with other divisions, departments, and outside agencies; and provides highly responsible and complex administrative support to the Telecommunications Engineering Manager.

The Telecommunications Engineer must perform his/her duties in a manner that reflects positively on KPU and the division and is 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. Oversees and performs advanced professional level duties in support of the assigned services and activities of Engineering staff and the Central Office including planning and engineering major and minor capital improvement projects.
2. Participates in the development and implementation of goals, objectives, policies, and priorities for engineering staff; recommends and administers policies and procedures.
3. Participates in the monitoring and evaluation of the efficiency and effectiveness of service delivery methods and procedures; recommends, within departmental policy, appropriate service.
4. Assists with planning, directing, coordination, and reviewing of the work plan for telecommunications ; may be directed to assign work activities, projects, and programs; or participate in reviews and evaluation of work products, methods, and procedures; works with staff to identify and resolve problems.
5. Participates in the development and administration of the Central Office's annual budget; participates in the forecast of funds needed for staffing, equipment, materials, and supplies.
6. Implements current system service plan, taking into consideration planned replacement of obsolete facilities, technology improvements, provision of new services, customer complaints and service requests, and network efficiencies.
7. Supervises, plans, and engineers projects, operations, and service jobs, including the development of detail specifications, procedures, and drawings to be used in the construction of a telephone plant.
8. Performs customer premise installation quality inspections and conducts outside plant seminars for quality improvement.
9. Participates in the supervision and monitoring of work of engineering consultants.
10. Assists in the acquisition of necessary rights of way easements, permits, and landowner consents in coordination with other engineering staff.
11. Responsible for timely and accurate recording of activities and maintenance of appropriate files, including job orders, work order project status, communications, and as-built maps.

12. Conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to telecommunications engineering programs, policies, and procedures as appropriate.
13. Attends and participates in professional group meetings; maintains awareness of new trends and developments in the telecommunications engineering field; incorporates new developments as appropriate.
14. Serves as Acting Telecommunications Engineering Manager or Plant Manager in their absence.
15. Responds to and resolves difficult and sensitive citizen inquiries and complaints.
16. Responsible for product testing and evaluation of new equipment as directed.
17. Organizes and performs substantial network trouble shooting activities during service outages.
18. 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 engineering program.

Principles and practices of telecommunications engineering.

Principles and practices of program development and administration.

Principles and practices of budget preparation and administration.

CAD operation.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Pertinent federal, state, and local telecom laws, codes, and regulations.

### **Ability to:**

Participate in the management of a comprehensive telecommunications engineering program.

Participate in the development and administration of division goals, objectives, and procedures.

Prepare and administer large engineering program budgets.

Prepare clear and concise administrative 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.

Research, analyze, and evaluate possible new equipment alternatives.

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.

Work after-hours and or weekends as needed to maintain network operations and solve service disruptions.

**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:**

A Bachelor's degree from an accredited college or university with major course work in electrical engineering or a related field.

**Experience:**

Five years of increasingly responsible telecommunications engineering experience including two years of administrative and supervisory responsibility.

**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:** Standard office setting with some travel from site to site and occasional outdoor exposure; subject to callout at irregular hours; regular interaction with telecommunications personnel, state and federal agencies, manufacturers and vendors; occasional interaction with telecommunications subscribers and professional engineering and consulting firms.

**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 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: 9-82

Job Position Code: 32911

Union: No

FLSA: Exempt

Date Approved:

Date Amended: April, 2009 (*Johnson & Associates*); November, 2018 (*Johnson & Associates*)

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Human Resources Manager Approval

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City Manager Approval