

## CC Communications Position Description

**Job Title:** Lead Network/Broadband Engineer

**Department:** Information and Communications Technology

**Reports To:** ICT Manager

**FLSA Status:** Exempt

**Date Prepared:** March 10, 2022

**Approved By:**  **Date Approved** 2/12/26

**Wage Schedule:** Salaried

### POSITION OVERVIEW:

Lead Network Engineer will provide advanced technical support for network equipment, servers, firewalls, switches, routers and other broadband/telecommunications systems. Responsibilities include maintenance, design, configuration and deployment of the organization's network infrastructure. Designs, engineers, and coordinates the selection, installation, and acceptance testing to include but not limited to Broadband Video, Broadband Internet, Broadband CAP, and Telco data/voice distribution facilities by applying accepted engineering practices and methods to activities. Lead Network Engineer oversees daily operations of the IPTV platform and responds to potential service outages.

The Lead Network Engineer shall be responsible for adhering to the following core values:

- Communicate, actively share knowledge and information
- Accountable, take ownership and responsibility for making, keeping and answering for all commitments to each other and our customers
- Respect, show respect for all
- Cooperate, work as a unified team
- Passionate, passionate about providing employees and customers innovative technology solutions through continual personal and professional growth.

**EXAMPLES of ESSENTIAL DUTIES AND RESPONSIBILITIES:** The duties listed are examples of the type of work typically performed by an incumbent of this position. An employee may not be assigned all duties and may be assigned duties which are not listed herein. Marginal duties (shown in *italics*) are duties which may need to be performed but which are **not** essential duties of the position.

1. Research, configure, maintain, design and engineer equipment to include but not limited to the following areas: Digital Broadband-Video, Digital Broadband Internet, Digital Broadband Competitive Access Provider, Central Office, and Telco Local Loop Facilities
2. Provides advanced technical support and guidance to users and internal support team.
3. Set-up, configures, and supports internal and/or external networks and servers.

4. Develops and maintains all systems, applications, security, and network configurations.
5. Work with suppliers and vendors of equipment to obtain cost estimates, recommendations and purchase of equipment.
6. Engineer, design, install, monitor and administer the following:
  - a. System equipment such as servers, routers and switches
  - b. Operating system software
  - c. Application software, usually server-based
7. Write Job Orders and issue Purchase Orders that include material costs, estimated labor costs, and budget impact assessments.
8. Issue detailed drawings and Method of Procedure instructions for installation, and testing of equipment involved.
9. Ensure completion of each Job Order and compile all related forms and invoices for Accounting.
10. Determine type and quantity of equipment to be installed.
11. Order equipment, prepare installation specifications, and monitor progress of installation to ensure facilities are ready on specified date.
12. Troubleshoot, diagnose and repair problems with system equipment and/or software.
13. Specify environmental conditions for equipment rooms.
14. Specify cable types, number of pairs, types of modular jacks, cross connects, hubs, intermediate distribution frames, and equipment racks.
15. Coordinate cable installation with cable vendor or in-house cable technician.
16. Prepare floor plans of equipment arrangement for customer or management approval.
17. Maintain up-to-date records of cable systems, equipment inventory, spares, and floor plans.
18. Identify areas of operation, which need upgraded equipment, applications, and operating systems.
19. Read technical manuals and brochures to determine equipment needs or system enhancements.
20. Meet with contractors, customers, vendors and other companies to discuss available products, enhancements, and services.
21. Develop and maintain Broadband Video sites, including buildings, towers, and power.
22. May be required to serve as Duty Supervisor as assigned.
23. Drive company vehicles.
24. Communicate and interact effectively with co-workers, supervisors, managers, contractors, vendors and the general public.
25. Other duties as required or assigned.
26. Attends in-house and outside schooling, trainings or meetings, requiring travel by car, bus, plane or other means for extended periods of time, when necessary to enhance knowledge, maintain or obtain certifications.
27. Recognizing that job safety is a primary objective in all duties. Attends and participates in company safety and training meetings.

**QUALIFICATIONS:****Skills, Knowledge and Ability**

Working knowledge of all materials and equipment involved in Broadband Video, Broadband Internet, Co-located equipment offerings and telephone operations.  
Ability to read and understand circuit diagrams using computer-assisted drawing (CAD).  
Knowledge of technological developments leading to new Broadband Video, and Telco product offerings  
Ability to research equipment design problems, formulated plans by applying sound economic and engineering principles  
Ability to work accurately and efficiently with numbers and calculations  
Skill in organizing and generating accurate records, statistics, and reports with only minimal supervision  
Ability to demonstrate good verbal and written communication skills  
Willingness to accept responsibility for activities  
Ability to meet and work with the public  
Ability to respond to common inquiries or complaints from customers, regulatory agencies, members of the business community and others  
Ability to maintain confidentiality of proprietary information  
Ability to communicate effectively with customers and demonstrate tact and diplomacy when dealing with others  
Ability to serve as a contributing member of work groups and projects teams and to establish and maintain good working relationships with co-workers and others

**SPECIAL REQUIREMENTS:** Must possess a current Nevada driver's license.

May be required to work overtime or on weekends and holidays as required  
Ability to obtain and maintain a security clearance. May be required to attend out-of-town training and/or meetings for extended periods of time requiring travel by car, bus, plane or other means of transportation

**EXPERIENCE and/or TRAINING:** Any combination of training, education, and experience that would provide the required skills, knowledge and abilities needed to perform the assigned duties of the position. A typical way to acquire the required skills, knowledge and abilities is:

Completion of the requirements for a bachelor's degree in Computer Science, Engineering or closely related field.  
CAPM Certification (Certified Associate of Project Management)/PMP knowledge and familiarity with standards and practices.  
Specialized telephone engineering training or related work experience in telecommunications or a closely related field is preferred.  
At least 5 years of progressively responsible experience working in a Broadband-Video/Telephony setting performing duties related to transport facilities associated with Broadband-Video base station/subscriber equipment and related functions.

**PHYSICAL REQUIREMENTS:** the physical requirements described are meant to be representative of those that must be met by an employee in order to successfully carry out the essential functions of the position. Strength, dexterity, coordination, and vision to use

keyboard and video display terminal for prolonged periods of time. Strength and stamina to bend, stoop, sit and stand for long periods of time. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of equipment, files, stacks of paper or reports, references and other materials. Some reaching for items above and below desk level. Some bending, reaching, squatting and stooping to access files and records is required. Sufficient manual dexterity and cognitive ability to operate a personal computer. The ability to communicate face to face and via telephone. The ability to lift at least 60 pounds on a regular basis.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such reasonable accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

**WORKING ENVIRONMENT:** Work is performed under the following conditions: Position usually functions indoors in an office type environment where most work is performed at a desk. Environment is generally clean with limited exposure to conditions such as dust, fumes, noise or odors. Frequent interruptions to planned work activities occur. Some of the work may need to be performed outside with exposure to weather conditions. Some work may need to be performed independently and may need to be done in somewhat isolated geographic areas.

---

Employee's signature

---

Date

---

Manager's signature

---

Date