

## CC Communications Position Description

### Job Title: Network Equipment and Circuit Engineer

**Department:** Information and Communications Technologies (ICT)

**Reports To:** ICT Manager

**FLSA Status:** Non Exempt

**Date Prepared:** November 12, 2020

**Approved By:**  Date Approved 11/10/20

**Wage Schedule:** NS NU

#### POSITION OVERVIEW:

Position is responsible for selecting, ordering, coordinating installation and acceptance testing of network equipment and circuit engineering as well as coordinating installation activities related to toll, telephone and broadband internet distribution platforms.

The Network Equipment and Circuit 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, analyze, configure, and engineer power equipment, Central Office equipment, network distribution systems (telephone, IPTV and internet), as well as private lines, local lease circuits, inter-office trunking and broadband (IP) connectivity.
2. Research, analyze, configure and engineer T-Spans, T-CXR Systems, Analog-CXR, Optical-CXR, Ethernet facilities and other network systems including but not limited to RF and microwave systems.
3. Devise, draft and produce detail drawings to be used for both record-keeping, installation of all engineered equipment and special circuits.
4. Coordinate with other departments regarding projects involving the installation of AC and DC power.

5. Assign identification numbers for all CXR systems, network equipment, and circuits.
6. Maintain records of all equipment and channel assignments, both Company owned and jointly controlled with other providers.
7. Work with outside vendors such as AT&T Nevada regarding design and CXR assignments.
8. Recommend equipment for purchase including completing purchase orders, Job Orders, CPR forms and equipment lists, comparative shopping research results and supplier contact forms.
9. Ensure the availability of and distribute equipment as required for each Job Order or SSO. This includes tracking costs during installation, removal, retirement, storage and reissue for Accounting.
10. Coordinate with long distance carriers and other connectivity providers regarding access service requests, firm order commitments and detailed layout records.
11. Prepare detailed project proposals and budget estimates.
12. Issue and manage SSO's for all engineering requests or changes.
13. Maintain files on all completed SSO and Job Orders for at least one year.
14. Recognizing that job safety is a primary objective in all duties, attend and participate in company safety and training meetings.
15. Attend 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.

## **QUALIFICATIONS:**

### **Skills, Knowledge and Ability**

- Working knowledge of materials and equipment involved in telephone, Internet, and IPTV plant.
- Ability to read, create and understand circuit diagrams using computer-aided drawing such as AutoCAD, M4 and/or Microsoft Visio.
- Knowledge of current technological developments in telephony, RF, Internet, and IPTV.
- Ability to research equipment design problems and recommend solutions.
- Ability to work accurately and efficiently with numbers and perform calculations.
- Ability to develop, organize and generate accurate records, statistics, and reports with minimal direction.
- Skill in communicating verbally and in writing.
- Ability to meet deadlines and be accountable for assignments.
- Ability to be detail oriented and verify accuracy.
- Ability to meet and work with the public, vendors and staff from other telecommunications companies.
- Ability to function as a contributing member of teams comprised of members from various departments involved with various projects.

**SPECIAL REQUIREMENTS:** Must possess a current Nevada driver's license. May be required to work evenings, weekends and other non-standard hours and schedules. Must be available to serve as the Duty Supervisor on a rotational basis. May be required to

obtain Security Clearance. May be required to attend out-of-town training and/or meetings 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 an engineering discipline field or.
- Three years of progressively responsible practical experience in the telephony, Internet and/or IPTV field
- CAPM Certification (Certified Associate of Project Management) is preferred.
- Specialized telephone engineering training or related work experience in telecommunications or a closely related field is preferred.
- At least two years of college level educational credits in Engineering, Math, Electronics, Computer Science, Business Management, or a closely related field, and
- Successful completion of at least one semester of an AutoCAD (or equivalent) class or six months experience using AutoCAD or equivalent.

**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 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 computer using word processing, spreadsheets and databases. The ability to get into, exit and drive a Company truck. The ability to communicate face to face and via telephone. Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus. Ability to move or lift at least 50 pounds on a recurring 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 generally functions indoors in an office type environment where most work is performed at a desk or work station. Environment is generally clean with limited exposure to conditions such as dust, fumes, noise or odors. Frequent interruptions to planned work activities occur. However, some of the work is performed outside with

exposure to weather conditions including heat, rain, snow, cold, wind, noise, dust, fumes, odors, and vibrations.

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Employee's Signature

Date

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Supervisor's signature

Date

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Manager's signature

Date