

GRUCOM DIRECTOR

NATURE OF WORK

Managerial and administrative work directing the activities of GRUCom, the City's utility telecommunications system.

CLASSIFICATION STANDARDS

The single position allocated to this classification reports to a designated supervisor and works under general supervision. Work in this class is distinguished from higher classes by its emphasis on GRUCom and from lower classes by its departmental managerial responsibility.

EXAMPLES OF WORK**

ESSENTIAL JOB FUNCTIONS

Plans, directs, coordinates and administers all activities and personnel of the City's GRUCom Department in accordance with all applicable laws, rules, regulations and directions from City government.

Coordinates activities with functions of other City departments and private and public agencies.

Formulates GRUCom administrative and operational policies and procedures.

Reviews department growth forecasts, corporate models, master plans and revenue projections.

Reviews financial reports, including budget reports of responsibility area, major purchases, payrolls, plant assets, equipment, and capital projects. Compares projections with current status and initiates corrective actions.

Approves purchase requests within the GRUCom department in accordance with utility policy.

Prepares, submits and monitors annual department budget.

Makes long and short range plans for department.

Ensures that facilities are constructed and operated safely, efficiently, and in compliance with regulations.

Directs and oversees utility consultants in telecommunications area. Assists consultants with studies.

Directs studies regarding GRUCom activities.

Recommends selection, promotion, discharge, and other appropriate personnel actions.

Investigates and evaluates proposals for new GRUCom programs or services. Coordinates these activities with other utility areas and administrators.

Evaluates administrative, financial, and managerial programs affecting the utility. Implements programs as directed by the General Manager.

Ensures that GRUCom projects are properly coordinated with local, state, and federal officials and that necessary permits and approvals are received.

Attends work on continuous and regular basis.

NON-ESSENTIAL JOB FUNCTIONS

May act in absence of supervisor.

Serves as official utility representative at local, state, and national telecommunications organizations.

Attends public meetings and represents the utility on matters which may affect GRUCom.

Prepares reports for the General Manager on subjects affecting the utility as directed.

Participates in developing utility labor agreements.

May be responsible for enforcing the drug policy, based on physical location and organizational structure.

May be required to supervise employees designated as performing "safety sensitive" functions, for purposes of the Drug Free Workplace Program, depending on job assignment and work location.

Will be required to respond under emergency conditions.

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Graduation from an accredited four (4) year college or university with major course work in engineering, mathematics, economics, business or a field related to telecommunications and five (5) years progressively responsible experience in telecommunications utility operations, or any equivalent combination of education and experience.

LICENSES/CERTIFICATES

None.

NOTES

May be required to attend meetings outside business hours.

SELECTION FACTORS

Thorough knowledge of principles, practices, methods and theories of telecommunications.

Thorough knowledge of laws, ordinances, regulations and statutes that govern telecommunications functions.

Thorough knowledge of principles and practices of effective administration and supervision.

Knowledge of governmental budget procedures.

Ability to plan, assign, delegate and direct work of administrative and supervisory personnel.

Ability to coordinate activities with other divisions and work effectively in developing utility wide work plans, policies, and procedures.

Ability to develop long term plans and programs and to evaluate work accomplishments.

Ability to communicate effectively, both orally and in writing.

Ability to work effectively with elected officials, charter officers, department heads, representatives of other agencies, other city employees, and the general public.

Human Resources Department: _____ / _____

Date

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REVISION DATE: New 09/11/00 Draft by Dept.

DRAFT

CITY OF GAINESVILLE
JOB DESCRIPTION

TITLE CODE: TBA
TBA

GRUCOM ENGINEERING & TECHNICAL SUPPORT MANAGER

NATURE OF WORK

This is managerial and technical work managing the Engineering and Technical Support areas of the utilities telecommunications system.

CLASSIFICATION STANDARDS

The single position allocated to this classification reports to a designated supervisor and works under general supervision. Work in this class is distinguished from higher classes by its lack of overall departmental responsibility and from lower classes by its emphasis on network engineering and construction management.

EXAMPLES OF WORK**

ESSENTIAL JOB FUNCTIONS

Plans, organizes, and directs activities and operations of GRUCom Engineering and Technical Group.

Supervises GRUCom Engineering, Network Electronics, Network Cabling and Wireless Network staffs.

Coordinates work processes within GRUCom Engineering and Technical Support areas.

Has overall responsibility for all GRUCom network design.

Approves network drawings and plans prepared by utility engineering technicians.

Develops and administers network operational policies and procedures.

Works with professional organizations, owners, developers, contractors, and customers in design building entry facilities and delivery of network services.

Is the primary interface with other carriers for circuit ordering, provisioning and trouble escalation.

Provides sales engineering support for GRUCom marketing efforts.

Researches applicable new technologies, products and services.

Participates in new product and services strategic assessments, business case development and implementation planning.

Directs research and development activities.

Prepares, submits, and monitors annual divisional budget.

DRAFT

GRUCOM ENGINEERING & TECHNICAL SUPPORT MANAGER - PAGE 2
JOB DESCRIPTION

TITLE CODE: TBA
TBA

Evaluates the performance of subordinate personnel.

Stays current with technological developments in network equipment, network cabling, land mobile radio and tower equipment, internet access equipment, test procedures, test equipment and preventive maintenance procedures.

Recommends selection, promotion, discharge, and other appropriate personnel actions.

Attends work on continuous and regular basis.

NON-ESSENTIAL JOB FUNCTIONS

Represents GRUCom at meetings of local agencies and organizations including governmental commissions, professional organizations, civic groups, and news conferences.

May be required to supervise employees designated as performing "safety sensitive" functions, for purposes of the Drug Free Workplace Program, depending on job assignment and work location.

May be responsible for enforcing the drug policy, based on physical location and organizational structure.

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Graduation from an accredited four year college or university with major course work in engineering or related subject area, and ten years progressively responsible experience in telecommunication engineering, or a related field, including two years supervisory experience, or any equivalent combination of education and experience.

LICENSES/CERTIFICATES

Valid Florida Driver's License required.

Valid State of Florida Professional Engineer license desired.

NOTES

May be required to attend meetings outside business hours.

SELECTION FACTORS

Thorough knowledge of engineering and economic principles as they apply to telecommunication industry.

Knowledge of telecommunications rules, regulations, materials, construction standards, and specifications.

Thorough knowledge of administrative practices and principles of organizations and management.

DRAFT

GRUCOM ENGINEERING & TECHNICAL SUPPORT MANAGER - PAGE 3
JOB DESCRIPTION

TITLE CODE: TBA
TBA

Considerable knowledge of administration of labor agreements.

Knowledge of governmental budget procedures.

Ability to plan, direct and supervise work of others.

Ability to work effectively with elected officials, charter officers, department heads, representatives of other agencies, other city employees, and the general public.

Ability to write clear and concise reports.

Ability to communicate effectively, both orally and in writing.

Human Resources Department: _____ / _____

Date

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REVISION DATE: New 09/11/00 Draft by Dept.

GRUCOM BUSINESS MANAGER

NATURE OF WORK

This is professional administrative and analytical work associated with the planning and operation of GRUCom, the utilities telecommunications system.

CLASSIFICATION STANDARDS

The single position allocated to this classification reports to a designated supervisor and works under general supervision. Work in this class is distinguished from higher classes by its lack of policy making responsibility and from lower classes by its professional nature and managerial and administrative duties.

ESSENTIAL JOB FUNCTIONS**

Provides direction for GRUCom administrative services, including accounting, billing, payment processing, financial and tax reporting.

Directs special research projects and prepares special reports and studies regarding the telecommunications business as required.

Develops administrative and operating procedures for the telecommunications business.

Coordinates preparation of the departmental budget.

Establishes the specifications and pricing for telecommunications products and services and develops terms and conditions associated with such service offerings.

Coordinates the development of advertising brochures, materials and scripts.

Directs preparation of customer proposals for telecommunication services.

Directs development or procurement of computer software and models used in telecommunications business planning and processes.

Evaluates tax issues related to telecommunications business and sales.

Negotiates and administers agreements with telecommunication carriers, Tower and Ground Space Leases, consulting services agreements, insurance contracts, and other agreements applicable to the telecommunications business.

Oversees telecommunications sales and marketing effort.

Supervises the preparation of marketing studies, surveys, and feasibility studies and customer and demand set maps required for the marketing program.

Oversees the procurement of purchased circuits from other carriers for resale.

Maintains customer and telecommunications business files.

Recommends selection, promotion, discharge, and other appropriate personnel actions. Plans, organizes and directs work of subordinate personnel.

Attends work on a continuous and regular basis.

NON-ESSENTIAL JOB FUNCTIONS

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Graduation from an accredited four year college or university with major course work in engineering, mathematics, economics, business, finance, accounting, computer sciences, or related area, five years progressively responsible experience, or any equivalent combination of education and experience.

LICENSES/CERTIFICATES

Valid Florida drivers license required.

NOTES

May be required to attend meetings outside business hours.

Work requires occasional travel.

SELECTION FACTORS

Knowledge of principles, practices, and procedures in the telecommunications industry.

Knowledge of normal functions of a telecommunications utility.

Knowledge of business application software and ability to utilize such software effectively.

Knowledge of statistical and economic analysis techniques and financial modeling.

Knowledge of generally accepted accounting and financial principles and practices.

Knowledge of promotional and public relations techniques.

Knowledge of governmental budget process.

Effective negotiation skills.

Ability to creatively solve complex problems associated with the telecommunications utility.

Ability to communicate effectively, both orally and in writing.

Ability to prepare reports, studies and forecasts.

Ability to work effectively with elected officials, charter officers, department heads, representatives of other agencies, other city employees, and the general public.

Ability to plan, direct and supervise work of others.

Ability to communicate effectively both orally and in writing.

Human Resources Department: _____ / _____

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REVISION DATE: _New 09/11/00 Draft by Dept

GRUCOM - TELECOMMUNICATIONS NETWORK ELECTRONICS SUPERVISOR

NATURE OF WORK

Supervisory, design and advanced technical work associated with the installation, operation, maintenance, testing, repair, and calibration of high bandwidth network facilities, network cabling and equipment associated with the utility's telecommunications system.

CLASSIFICATION STANDARDS

Positions allocated to this classification report to a designated supervisor and work under general supervision. Work in this class is distinguished from higher classes by its lack of managerial responsibility and from lower classes by its supervisory responsibility and its specialized and advanced technical skills.

ESSENTIAL JOB FUNCTIONS**

Develops plans, specifications, and cost estimates for the provision of telecommunications services.

Oversees the installation and operation of network equipment (includes SONET electronic equipment, Ethernet equipment, fiber drivers, fiber optic units, land mobile radio and other wireless equipment, channel banks, repeaters, switches, video head end equipment and other voice, data and video transmission and reception equipment and related transmission systems).

Designs network circuits and identifies network equipment requirements.

Develops work process plans for network equipment and circuit installation, testing and maintenance.

Initiates the procurement of required network equipment.

Supervises and directs circuit installation, calibration, and testing.

Maintains accurate equipment records, hardware and software documentation, equipment provisioning allocations, and test data records. Audits the data input to the facilities records database by subordinates periodically.

Interfaces with carriers and customers in testing and acceptance of circuits.

Assists in preparing long and short range network designs, plans, studies, and specifications.

Assists in developing justification, specifications and orders for the purchase or acquisition of network equipment, network cable and supplies, and other related materials.

Assists in negotiations with customers and provides technical interface with the customer's network technicians.

Works with Stores department to maintain adequate levels of stocked materials.

Consults with other carriers, outside engineering firms and vendors as necessary to develop necessary network design characteristics.

Prepares required reports.

Ensures that network equipment capital jobs are closed in an appropriate and timely manner.

Evaluates the performance of subordinate personnel.

Coordinates work with other functional areas and utility departments.

Complies with safety rules and regulations. Ensures that all subordinate personnel similarly comply.

Stays current with technological developments in network equipment, test procedures, test equipment and preventive maintenance procedures.

Attends work on continuous and regular basis.

NON-ESSENTIAL JOB FUNCTIONS

Will be required to respond under emergency conditions.

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Graduation from an accredited two year college with major course work in electronic engineering, engineering technology, or a related subject area, and seven years progressive experience in network equipment and facilities installation, maintenance and repair, or any equivalent combination of education and experience.

LICENSES/CERTIFICATES

Valid Florida Driver's License required.

NOTES

Work requires use of personal protection equipment including hearing protection, eye protection, foot protection, hand protection, and head protection.

Work at heights of over 100 feet or from aerial devices may be required.

Work may require exposure to hazardous conditions and noxious chemicals.

Work may require weekend, late night and/or overtime hours.

Work may require performance of tasks in extreme heat and confined areas.

SELECTION FACTORS

Thorough knowledge of design principles and practices applied in planning, location, design, construction, and operation of telecommunications projects and facilities.

DRAFT

GRU COM- TELECOMMUNICATIONS Network Electronics Supervisor - PAGE 3
JOB DESCRIPTION

TITLE CODE: TBA
TBA

Thorough knowledge of networks, network equipment , telecommunications power supply equipment, and hardware and software components associated with the management and control of telecommunications systems.

Knowledge of telecommunications rules, regulations, materials, construction standards, and specifications.

Ability to make engineering computations, design telecommunications networks, develop network plans and specifications, and perform research.

Ability to prepare, review, and interpret complex plans, specifications, and reports.

Ability to plan work of subordinates engaged in network equipment installation and operation and circuit provisioning.

Ability to work effectively with elected officials, charter officers, department heads, representatives of other agencies, other city employees, and the general public.

Ability to plan, directs, and supervise work of others.

Ability to communicate effectively, both orally and in writing.

Knowledge of departmental and governmental budget procedures.

Human Resources Department: _____ / _____

Date

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REVISION DATE: New Job Description 09/11/00 Draft by Dept.

GRUCOM - TELECOMMUNICATIONS SPECIALIST, SENIOR

NATURE OF WORK

Field supervisory and advanced technical work in the installation, operation, maintenance, testing, repair, and calibration of high bandwidth network equipment and facilities associated with the utility's telecommunication system.

CLASSIFICATION STANDARDS

Positions allocated to this classification report to a designated supervisor and work under general supervision. Work in this class is distinguished from higher classes by its lack of functional supervisory responsibility and from lower classes by its field supervisory responsibility and specialized and advanced technical skills sufficient to resolve complex network equipment and circuit problems.

ESSENTIAL JOB FUNCTIONS**

Provides field supervision, guidance and/or:

Provisions, installs, commissions, tests, repairs, maintains and calibrates network equipment (includes SONET electronic equipment, Ethernet equipment, fiber drivers, fiber optic units, land mobile radio and other wireless equipment, channel banks, repeaters, switches, video head end equipment, and other voice, data and video transmission and reception equipment and related transmission systems).

Wires network equipment appropriately.

Termination circuits at customer premises'.

Maintains accurate equipment records, hardware and software documentation, equipment provisioning allocations, and test data records. Audits the data input by subordinates to the facilities records database.

Troubleshoots network problems. Evaluates problems, formulates solutions and takes corrective action.

Ensures adherence to prescribed procedures and standards.

Interfaces with other carriers and customers in testing and acceptance of circuits.

Provides supervision for field personnel.

Provides for orientation and training of field specialists.

Prepares required reports.

Complies with safety rules and regulations. Ensures that all field personnel similarly comply.

Provides input and assistance for performance evaluations of lower level -field personnel.

Attends work on continuous and regular basis.

DRAFT

NON-ESSENTIAL JOB FUNCTIONS

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Graduation from an accredited two year college with major course work in electronic engineering, engineering technology, or a related subject area, and five years progressively responsible experience in network equipment and facilities installation, maintenance and repair, or an equivalent combination of training and experience which provide the required knowledge, ability, and skills.

LICENSES/CERTIFICATES

Valid Florida Driver's License required.

NOTES

Demonstration of competency for all skill sets of the Telecommunications Specialist I and II level.

Work requires performance of tasks outdoors under varying climatic conditions.

Work requires physical strength and agility.

Work requires use of personal protection equipment including hearing protection, eye protection, foot protection, hand protection, and head protection.

Work at heights of over 100 feet or from aerial devices may be required.

Work may require exposure to hazardous conditions and noxious chemicals.

Work may require weekend, late night and/or overtime hours.

Work may require rotating standby.

Work may require performance of tasks in extreme heat and confined areas.

SELECTION FACTORS

Demonstrated competency of all skill sets of the Telecommunications Specialist I and II level.

Advanced knowledge of telecommunication system operations.

Advanced knowledge of electronics, network equipment, network cabling and network signaling systems and practices.

Advanced knowledge of network equipment interface requirements with network cabling.

Advanced knowledge of network test equipment and tools and the use of such equipment and tools. Advanced knowledge of computer hardware and software components associated with the management and control of a telecommunications system.

Ability to operate field equipment utilized in network installation.

DRAFT

GRUCOM - TELECOMMUNICATIONS SPECIALIST, SENIOR - PAGE 3
JOB DESCRIPTION

TITLE CODE: 4047
TBA

Stays current with technological developments in network equipment, land mobile radio and tower equipment, internet access equipment, test procedures, test equipment and preventive maintenance procedures.

Ability to plan and direct the work of others.

Ability to communicate effectively, both orally and in writing.

Ability to work effectively with engineers, company representatives, field technicians, co-workers and the general public.

Human Resources Department: _____ / _____

Date

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REVISION DATE: New Job Description 09/11/00 Draft by Dept.

DRAFT

CITY OF GAINESVILLE
JOB DESCRIPTION

TITLE CODE: 4045
TBA

GRUCOM - TELECOMMUNICATIONS SPECIALIST II

NATURE OF WORK

This is advanced technical work installing, operating, maintaining, testing, repairing, and calibrating high bandwidth network equipment and facilities associated with the utility's telecommunications system.

CLASSIFICATION STANDARDS

Positions allocated to this classification report to a designated supervisor and work under general supervision. Work in this class is distinguished from higher classes by its lack of supervisory responsibility and from lower classes by its specialized and advanced technical skills sufficient to resolve complex network equipment and circuit problems.

ESSENTIAL JOB FUNCTIONS**

Provisions, installs, commissions, tests, repairs, maintains and calibrates network equipment (includes SONET electronic equipment, Ethernet equipment, fiber drivers, fiber optic units, land mobile radio and other wireless equipment, channel banks, repeaters, switches, video head end equipment and other voice, data and video transmission and reception equipment and related transmission systems).

Wires network equipment appropriately.

Completes circuit terminations at customer premises.

Maintains accurate equipment records, hardware and software documentation, equipment provisioning allocations, and test data records. Ensures that appropriate data is input to the facilities records database.

Troubleshoots network problems. Evaluates problems, formulates solutions and takes corrective action.

Completes work orders and trouble tickets as appropriate.

Ensures adherence to prescribed procedures and standards.

Interfaces with other carriers and customers in testing and acceptance of circuits.

Provides project related direction for field personnel.

Complies with safety rules and regulations. Attends work on continuous and regular basis.

NON-ESSENTIAL JOB FUNCTIONS

Performs other related duties as assigned.

DRAFT

MINIMUM QUALIFICATIONS

Graduation from an accredited two year college with major course work in electronic engineering, engineering technology, or a related subject area, and two years experience in network equipment and facilities installation, maintenance and repair, or an equivalent combination of training and experience which provide the required knowledge, ability, and skills.

LICENSES/CERTIFICATES

Valid Florida Driver's License required.

NOTES

Demonstration of competency for all skill sets of the Telecommunications Specialist I level.

Work requires performance of tasks outdoors under varying climatic conditions.

Work requires physical strength and agility.

Work requires use of personal protection equipment including hearing protection, eye protection, foot protection, hand protection, and head protection.

Work at heights of over 100 feet or from aerial devices may be required.

Work may require exposure to hazardous conditions and noxious chemicals.

Work may require weekend, late night and/or overtime hours.

Work may require rotating standby.

Work may require performance of tasks in extreme heat and confined areas.

SELECTION FACTORS

Demonstrated competency of all skill sets of the Telecommunications Specialist I level.

Advanced knowledge of telecommunications system operations

Advanced knowledge of electronics, network equipment, network cabling and network signaling systems and practices.

Advanced knowledge of network equipment interface requirements with network cabling.

Advanced knowledge of network test equipment and tools and the use of such equipment and tools.

Advanced knowledge of computer hardware and software components associated with the management and control of a telecommunications system.

Ability to operate field equipment utilized in network installation.

Stays current with technological developments in network equipment, , land mobile radio and tower equipment, Internet access equipment, test procedures, test equipment and preventive maintenance procedures.

DRAFT

GRUCOM - TELECOMMUNICATIONS SPECIALIST II- PAGE 3
JOB DESCRIPTION

TITLE CODE: 4045
TBA

Ability to direct the work of others.

Ability to communicate effectively, both orally and in writing.

Ability to work effectively with co-workers and the general public.

Human Resources Department: _____ / _____

Date

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REVISION DATE: New Job Description 09/11/00 Draft by Dept.

DRAFT

CITY OF GAINESVILLE
JOB DESCRIPTION

TITLE CODE: 4043
TBA

GRUCOM - TELECOMMUNICATIONS SPECIALIST I

NATURE OF WORK

This is skilled technical work installing, operating, maintaining, testing, repairing, and calibrating high bandwidth network equipment and facilities associated with the utility's telecommunications system.

CLASSIFICATION STANDARDS

Positions allocated to this classification report to a designated supervisor and work under general supervision. Work in this class is distinguished from higher classes by its lack of supervisory responsibility and from lower classes by its specialized technical skills.

ESSENTIAL JOB FUNCTIONS**

Assists in the provisioning, commissioning, testing, repairing, maintaining and calibrating of network equipment (includes SONET electronic equipment, Ethernet equipment, fiber drivers, fiber optic units, land mobile radio and other wireless facilities, channel banks, repeaters, switches, video head end equipment and other voice, data and video transmission and reception equipment and related transmission systems).

Assists in wiring network equipment appropriately.

Assists in troubleshooting network problems. Assists in evaluating problems, formulating solutions and taking corrective action. Completes work orders and trouble tickets as appropriate.

Assists in circuit termination at customer premises.

Assists in the maintenance of accurate equipment records, hardware and software documentation, equipment provisioning allocations, and test data records.

Adheres to prescribed procedures and standards.

Complies with safety rules and regulations.

Attends work on continuous and regular basis.

NON-ESSENTIAL JOB FUNCTIONS

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Graduation from an accredited two year college with major course work in electronic engineering, engineering technology, or a related subject area, or an equivalent combination of training and experience which provide the required knowledge, ability, and skills.

LICENSES/CERTIFICATES

Valid Florida Driver's License required.

DRAFT

GRUCOM - TELECOMMUNICATIONS SPECIALIST I- PAGE 2
JOB DESCRIPTION

TITLE CODE: 4043
TBA

NOTES

Work requires performance of tasks outdoors under varying climatic conditions.

Work requires physical strength and agility.

Work requires use of personal protection equipment including hearing protection, eye protection, foot protection, hand protection, and head protection.

Work at heights of over 100 feet or from aerial devices may be required.

Work may require exposure to hazardous conditions and noxious chemicals.

Work may require weekend, late night and/or overtime hours.

Work may require rotating standby.

Work may require performance of tasks in extreme heat and confined areas.

SELECTION FACTORS

Knowledge of Telecommunications system operations.

Knowledge of electronics, network equipment, network cabling, and network signaling systems and practices.

Knowledge of network equipment interface requirements with network cabling.

Knowledge of network test equipment and tools and the use of such equipment and tools.

Knowledge of computer hardware and software components associated with the management and control of a telecommunications system.

Ability to operate field equipment utilized in network installation.

Stays current with technological developments in the network equipment, , land mobile radio and tower equipment, internet access equipment, test procedures, test equipment and preventive maintenance procedures.

Ability to communicate effectively, both orally and in writing.

Ability to work effectively with co-workers and the general public.

Ability to meet eligibility criterion for progression to Telecommunication Specialist II level within two years of hire date.

Human Resources Department: _____ / _____
Date

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REVISION DATE: New Job Description 9/11/00 Draft by Dept.

DRAFT

CITY OF GAINESVILLE
JOB DESCRIPTION

TITLE CODE: 4057
TBA

GRUCOM - NETWORK CABLING SPECIALIST, SENIOR

NATURE OF WORK

Supervisory and advanced technical work in the installation, maintenance, testing, and repair of network cable installations associated with the utility's telecommunications system.

CLASSIFICATION STANDARDS

Positions allocated to this classification report to a designated supervisor and work under general supervision. Work in this class is distinguished from higher classes by its lack of managerial responsibility and from lower classes by its field supervisory responsibility and specialized and advanced technical skills.

ESSENTIAL JOB FUNCTIONS**

Provides field supervision, guidance and/or:

Installs, splices, terminates, performs acceptance tests and repairs network cabling (including fiber optic, copper, coaxial, and other cable). Adheres to prescribed procedures and standards.

Works with engineers to accomplish appropriate network cabling design.

Participates in negotiations with building owners, developers and engineers to facilitate building entry and coordinates building entry construction.

Coordinates network cabling construction work with other utility departments and utility companies.

Oversees contractors and Electric department transmission and distribution crews and employed to assist in network cabling installations. Keeps accurate drawings, installation records, and test data records. Audits data input to the facilities records database by subordinates.

Works directly with network electronics personnel, customer representatives and field technicians to coordinate the installation and/or repair of network cabling circuits.

Troubleshoots network cabling circuit problems. Evaluates problems, formulates solutions and takes corrective action.

Ensures proper documentation of network cabling installations, maintenance and repairs and that all field personnel complete work orders and trouble tickets appropriately. Coordinates and performs quality control inspections of installations to ensure construction and network circuit deployment are in compliance with plans, technical standards and specifications. Initiates corrective action if necessary and conducts follow up inspections.

Provides network cabling job cost estimates as required.

Participates in special projects and accepts in-charge assignments.

DRAFT

GRUCOM – NETWORK CABLING SPECIALIST, SENIOR - PAGE 2
TITLE CODE: 4057

JOB DESCRIPTION

TBA

Stays current with technological developments in network cabling equipment, installation techniques, construction standards and test procedures.

Maintains functional familiarity with physical characteristics of network equipment and related network cabling interface requirements.

Complies with safety rules and regulations. Ensures that all field personnel similarly comply.

Provides orientation and general on-the-job training of lower level field personnel.

Evaluates the performance of lower level field personnel.

Prepares reports.

Ensures that network cabling capital jobs are closed appropriately and in a timely manner. Attends work on continuous and regular basis.

NON-ESSENTIAL JOB FUNCTIONS

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Graduation from an accredited two year college with major course work in engineering, construction, or a related subject area, and five years experience in outside plant installation, maintenance and repair or an equivalent combination of training and experience which provide the required knowledge, ability, and skills.

LICENSES/CERTIFICATES

Valid Florida Driver's License required.

NOTES

Work requires performance of tasks outdoors under varying climatic conditions.

Work requires performance of tasks in close vicinity of energized high voltage electric circuits.

Work requires physical strength and agility.

Work requires use of personal protection equipment including hearing protection, eye protection, foot protection, hand protection, and head protection.

Work at heights of over 100 or from pole or aerial devices may be required.

Work may require exposure to hazardous conditions and noxious chemicals.

Work may require weekend, late night and/or overtime hours.

Work may require rotating standby.

Work may require performance of tasks in extreme heat and confined areas.

SELECTION FACTORS

DRAFT

JOB DESCRIPTION

TBA

Thorough knowledge of occupational hazards and accident prevention methods in assigned area of responsibility.

Thorough knowledge of functions performed by a Telecommunications system and its daily operations.

Thorough knowledge of network cabling , systems, practices, placement, conduit design, lateral design and building entrance design.

Thorough knowledge of outside plant (aerial & underground) and inside plant network cabling installation, splicing, and testing methods and requirements.

Thorough knowledge of network cabling interface requirements with network equipment.

Thorough knowledge of guidelines, standards, and regulations associated with network cabling.

Thorough knowledge network cabling related test equipment and tools and the use of such equipment and tools.

Ability to plan and direct the work of others.

Ability to operate field equipment utilized in network cabling installation.

Ability to communicate effectively, both orally and in writing.

Ability to work effectively with co-workers and the general public.

Human Resources Department: _____ / _____

Date

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REVISION DATE: New 09/11/2000 Draft by Dept.

GRUCOM - NETWORK CABLING SPECIALIST II

NATURE OF WORK

Advanced technical work in the installation, maintenance, testing, and repair of network cable installations associated with the utility's telecommunications system.

CLASSIFICATION STANDARDS

Positions allocated to this classification report to a designated supervisor and work under general supervision. Work in this class is distinguished from higher classes by its lack of functional supervisory responsibility and from lower classes by its specialized and advanced technical skills sufficient to resolve complex network cabling problems.

ESSENTIAL JOB FUNCTIONS**

Installs, splices, terminates, tests and repairs network cabling (including fiber optic, copper, coaxial and other cable). Adheres to prescribed procedures and standards.

Troubleshoots network cabling circuit problems. Evaluates problems, formulates solutions and takes corrective actions.

Prepares proper documentation of network cabling, maintenance and repairs. Completes work orders and trouble tickets appropriately.

Performs quality control inspections of installations to ensure construction and network circuit deployment are in compliance with plans and specifications. Initiates corrective action if necessary and conducts follow-up inspections.

Participates in special projects and accepts in-charge assignments.

Maintains functional familiarity with physical characteristics of network equipment and related network cabling interface requirements.

Complies with safety rules and regulations. Ensures that lower level field personnel similarly comply.

Provides orientation and general on-the-job training of lower level personnel.

Assists in the evaluation of performance of lower level field personnel.

Stays current with technological developments in network cabling equipment, installation techniques, construction standards and test procedures.

Prepares required reports.

Attends work on continuous and regular basis.

NON-ESSENTIAL JOB FUNCTIONS

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Graduation from an accredited two year college with major course work in engineering, construction, or a related subject area, and 2 years experience in outside plant installation, maintenance and repair, or an equivalent combination of training and experience which provide the required knowledge, ability, and skills.

LICENSES/CERTIFICATES

Valid Florida Driver's License required.

NOTES

Work requires performance of tasks outdoors under varying climatic conditions.

Work requires performance of tasks in close vicinity of energized high voltage electric circuits.

Work requires physical strength and agility.

Work requires use of personal protection equipment including hearing protection, eye protection, foot protection, hand protection, and head protection.

Work at heights of over 100 or from pole or aerial devices may be required.

Work may require exposure to hazardous conditions and noxious chemicals.

Work may require weekend, late night and/or overtime hours.

Work may require rotating standby.

Work may require performance of tasks in extreme heat and confined areas.

SELECTION FACTORS

Thorough knowledge of occupational hazards and accident prevention methods in assigned area of responsibility.

Thorough knowledge of functions performed by a telecommunications system and its daily operations.

Thorough knowledge of network cabling systems, practices, placement, conduit design, lateral design and building entrance design.

Thorough knowledge of network cabling interface requirements with network equipment.

Thorough knowledge of outside plant (aerial & underground) and inside plant network cabling installation, splicing, and testing methods and requirements

Thorough knowledge of appropriate guidelines, standards, and regulations associated with network cabling.

Thorough knowledge of network cabling related test equipment and tools and the use of such equipment and tools. Ability to plan and direct the work of others.

Ability to operate field equipment utilized in network cabling installation.

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GRUCOM - NETWORK CABLING SPECIALIST II - PAGE 3
JOB DESCRIPTION

TITLE CODE: 4055
TBA

Ability to provide technical on-the-job training.

Ability to communicate effectively, both orally and in writing.

Ability to work effectively with co-workers and the general public.

Human Resources Department: _____ / _____

Date

** This section of the job description is not intended to be a comprehensive list of duties and responsibilities of the position. The omission of a specific job function does not absolve an employee from being required to perform additional tasks incidental to or inherent in the job.

REVISION DATE: New 09/11/2000 Draft by Dept.

GRUCOM - NETWORK CABLING SPECIALIST I

NATURE OF WORK

Technical work in the installation, maintenance, testing, and repair of network cable installations associated with the utility's telecommunications system.

CLASSIFICATION STANDARDS

Positions allocated to this classification report to a designated supervisor and work under direct supervision. Work in this class is distinguished from higher classes by its lack of supervisory responsibility and from lower classes by its specialized technical skills.

ESSENTIAL JOB FUNCTIONS**

Installs, splices, terminates, and performs acceptance tests and repairs network cabling including fiber optic, copper, coaxial and other cable). Adheres to prescribed procedures and standards.

Troubleshoots network circuit problems. Evaluates problems, formulates solutions and, with appropriate approval, takes corrective actions.

Prepares proper documentation of network cabling installations, maintenance and repairs. Completes work orders and trouble tickets appropriately.

Participates in special projects.

Maintains functional familiarity with physical characteristics of network equipment and related network cabling interface requirements. Prepares required reports.

Keeps accurate drawings, installation records, and test data records.

Stays current with technological developments in network cabling equipment, installation techniques, construction standards and test procedures.

Complies with safety rules and regulations.

Attends work on continuous and regular basis.

NON-ESSENTIAL JOB FUNCTIONS

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Graduation from an accredited two year college with major course work in engineering, construction or a related subject area, and six months experience in outside plant installation, maintenance and repair, or an equivalent combination of training and experience which provide the required knowledge, ability, and skills.

LICENSES/CERTIFICATES

Valid Florida Driver's License required.

NOTES

- Work requires performance of tasks outdoors under varying climatic conditions.
- Work requires performance of tasks in close vicinity of energized high voltage electric circuits.
- Work requires physical strength and agility.
- Work requires use of personal protection equipment including hearing protection, eye protection, foot protection, hand protection, and head protection.
- Work at heights of over 100 or from pole or aerial devices may be required.
- Work may require exposure to hazardous conditions and noxious chemicals.
- Work may require weekend, late night and/or overtime hours.
- Work may require rotating standby.
- Work may require performance of tasks in extreme heat and confined areas.

SELECTION FACTORS

- Thorough knowledge of occupational hazards and accident prevention methods in assigned area of responsibility.
- Knowledge of functions performed by a telecommunications system and its daily operations.
- Knowledge of network cabling systems, practices, placement, conduit design, lateral design and building entrance design.
- Knowledge of network cabling interface requirements with network equipment.
- Knowledge of outside plant (aerial & underground) and inside plant network cabling installation, splicing, termination and testing methods and requirements
- Knowledge of network cabling related test equipment and tools and the use of such equipment and tools.
- Ability to operate field equipment utilized in network cabling installation.
- Ability to communicate effectively, both orally and in writing.
- Ability to work effectively with co-workers and the general public.

Human Resources Department: _____ / _____
Date

** This section of the job description is not intended to be a comprehensive list of duties and responsibilities of the position. The omission of a specific job function does not absolve an employee from being required to perform additional tasks incidental to or inherent in the job.

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