



POSITION VACANCY NOTICE
City of Ketchikan

November 2, 2018

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

SPECIAL REQUIREMENTS:

A Bachelor’s degree from an accredited college or university with major course work in electrical engineering or a related field; two years of increasingly responsible professional electric or telecommunications engineering experience; possession of, or ability to obtain, an appropriate, valid driver’s license.

ADVERTISING REQUIREMENTS

Position Closes: 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

CITY OF KETCHIKAN IS AN EQUAL OPPORTUNITY EMPLOYER

TELECOMMUNICATIONS PLANT 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 general supervision, performs professional level duties in support of KPU's Telecommunications outside plant (OSP) engineering services and activities including designing and providing construction engineering services for copper and fiber distribution cable; coordinates the work of drafting engineering staff and KPU Telecommunications OSP combination employees serving as inspectors assigned to projects; reviews plans, designs, and specifications of streets, ports and harbors, buildings, and other public or private facility projects to ensure compliance with current telecommunications entrance facilities in accordance with industry practices, codes, regulations and ordinances; and responds to questions and inquiries from the general public, developers, contractors, engineering professionals, and City staff regarding Telecommunications outside plant engineering and development projects.

The Telecommunications Plant Engineer is responsible for providing the high quality, outside plant engineering services necessary for the construction and maintenance of KPU Telecommunications. The Telecommunications Plant Engineer must perform these duties in a manner that reflects favorably on the City and the Department, and maintains a level of professional expertise that promotes efficient use of the resources available to the Department.

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. Performs a full range of professional level duties in support of the Telecommunication Division's outside plant engineering projects, services, and activities including design and construction programs for fiber optic overlay, existing and future copper cable placement and related capital improvement programs.
2. Provides engineering and project management for multiple simultaneous ongoing complex outside plant capital improvement projects including design and development of plans and specifications, inspects and administers projects to ensure that public facilities are constructed in accordance with the plans and specifications within project budget.
3. Monitors the work of engineering outside plant consultants and technical telecommunications staff.
4. Maintains a current system service plan, taking into consideration, but not limited to, planned replacement of obsolete facilities, technology improvements, provision of new services cabling, customer complaints, service requests, and network efficiencies.
5. Performs hands-on planning and engineering of major and minor capitol outside plant projects as well as operations and service jobs, including the development of detailed specifications, procedures and drawings to be used by KPU personnel in the construction of telephone outside plant facilities and by contractors in the bidding and construction of telephone outside plant facilities.
6. Assists in the acquisition of necessary rights of way easements, permits and landowner consents for placement of outside plant telecommunications facilities.

7. Responsible for timely and accurate recording of activities and maintenance of appropriate files including, but not limited to the following: outside plant job orders and outside plant work order project status, communications and outside plant as-built maps in manual form and/or the GIS system as appropriate.
8. Consults with OSP management on outside plant telephone projects and planning functions as necessary for efficient outside plant project development and operational needs; coordinates with other KPU and general government engineering efforts.
9. Prepares a variety of outside plant engineering reports, studies, and technical documentation; maintains accurate records of projects, budgets, or field observations required for the delivery of civil engineering services for the City.
10. Responds to questions and inquiries from the general public, developers, contractors, engineering professionals and City staff regarding outside plant engineering and development projects.
11. Prepares special outside plant engineering studies and reports.
12. Writes specification documents, easements and agreements for KPU Telecommunications outside plant projects.
13. Coordinates with state and federal agencies in securing grants, permits, and variances; reviews procedures for compliance of outside plant construction with state and federal agencies codes and requirements.
14. Prepares order requisitions for outside plant materials or supplies; negotiates with vendors and contractors; evaluates and recommends approval of payment to consultants or contracts.
15. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of telecommunications engineering.
16. 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 an outside plant telecommunications engineering program.

Principles and practices of telecommunications outside plant engineering for copper and fiber facilities.

Outside plant fiber and copper materials, equipment, and supplies.

Principles and practices of outside plant program development and administration.

Principles and practices of budget preparation and administration as it pertains to outside plant operations.

Computer aided drawing CAD programs for engineering and maintaining engineering drawings.

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

Pertinent federal, state, and local telecommunications laws, codes, and regulations pertaining to outside plant engineering.

Ability to:

Perform professional level engineering duties involved in the design, development, and construction management of a variety of telecommunications projects.

Serve as project engineer on assigned telecommunications projects.

Prepare, review, interpret, analyze, and modify engineering plans, drawings, specifications, contract documents, and engineering reports for conformance to professional standards and approved budgets.

Prepare clear and concise administrative and technical reports.

Analyze problems, identify alternative solutions, project consequences of proposed outside plant actions and implement recommendations in support of goals.

Research, analyze, and evaluate new outside plant service delivery methods and techniques.

Research, analyze, and evaluate possible new outside plant equipment, materials and supplies alternatives.

Interpret and apply federal, state, and local policies, laws, and regulations governing outside plant construction.

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:

Two years of increasingly responsible professional electric or telecommunications engineering experience.

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 to conduct site investigations; occasional exposure to outside weather conditions; incumbents may be required to travel outside City boundaries to attend meetings; frequent opportunity and requirements to interact with the general public and property owners, contractors, suppliers and state, federal, borough and other city agencies.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting and field environment; 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: 36711

Union: No

FLSA: Exempt

Date Approved: March 28, 2005

Date Amended: 3/20/05

Date Amended: June, 2007 (*Johnson & Associates*); April, 2009 (*Johnson & Associates*); November, 2018 (*Johnson & Associates*)

Human Resources Manager Approval

City Manager Approval