

Communications Technician C

Nature and Scope of the Position;

Performs or learns the duties related but not limited to the installation, maintenance and repair of the Telecommunications equipment. Will typically work under the direction of like or higher classifications and/or supervisor, but may be left to own resourcefulness to accomplish the work.

Typical Duties;

1. Acquire and maintain an understanding of all company operating procedures focusing on safety, environmental and compliance policies.
2. Install, maintain and repair two-way radio communications
3. Install, maintain and repair mobile data equipment and systems.
4. Install, maintain and repair LAN/WAN equipment under the direction of the NOC, ETS and NOW groups
5. Install, maintain and repair all other office/site infrastructure equipment including but not limited to data cabling, leased circuits, UPS systems, grounding, fiber, AV equipment, generators, etc.
6. Learns to and performs operation and support of the microwave communications systems
7. Learns to and performs operation and support of the SCADA communications systems
8. Learns to and performs operation and support of telephonic and other voice/data systems
9. Prepare necessary paperwork associated with the duties of the job.
10. Show initiative and successfully complete IT training courses associated with supporting Company Operations through Company sponsored or external courses.

Minimum Qualifications;

1. Must have FCC Radio Telephone General Class or nationally recognized certification.
2. Ability to read and interpret electronic schematics, system documentation and instruction manuals.
3. Familiar with the use of test instruments and software diagnostics used in the installation, repair and maintenance of Telecommunications equipment.
4. Knowledge of current FCC rules and regulation pertaining to radio operations/communications.
5. Communicate effectively with internal and external customers.
6. Must have acceptable attendance and work record.
7. Must have a valid driver's license.
8. Must be willing to travel and work overtime and respond to call-outs as needed.
9. Must be willing to work outside in all types of weather

Progression:

1. Employees in the Communications Technician C classification may be promoted to the Communications Technician B classification after twelve (12) months or sooner, but no earlier than ninety (90) working days in the Communications Technician C. Promotions will be based on job summary qualifications and a recommendation by local management.

Communications Technician B

Nature and Scope of the Position;

Performs or learns the duties related but not limited to the installation, maintenance and repair of the Telecommunications equipment. May work under the direction of like or higher classifications and/or supervisor, but may be left to own resourcefulness to accomplish the work. May lead, direct and assign the work of like classifications.

Typical Duties;

1. Maintain an understanding of all company operating procedures focusing on safety, environmental and compliance policies.
2. Analyze, recommend and perform installation, maintenance, and corrective procedures on Telecommunications equipment as required in accordance with company practices.
3. Install, maintain and repair two-way radio communications
4. Install, maintain and repair mobile data equipment and systems.
5. Install, maintain and repair LAN/WAN equipment under the direction of the NOC, ETS and NOW groups.
6. Install, maintain and repair all other office/site infrastructure equipment including but not limited to data cabling, leased circuits, UPS systems, grounding, fiber, AV equipment, generators, etc.
7. Learns to and performs operation and support of the microwave communications systems
8. Learns to and performs operation and support of the SCADA communications systems
9. Learns to and performs operation and support of telephonic and other voice/data systems
10. Prepare necessary paperwork associated with the duties of the job.
11. Show initiative and successfully complete IT training courses associated with supporting Company Operations through Company sponsored or external courses.

Minimum Qualifications;

1. Must have FCC Radio Telephone General Class or nationally recognized certification.
2. Must have demonstrated an understanding in one of our critical support systems (SCADA, Microwave or Telephone systems), and in our business partners operational needs.
3. Must be recommended by local management for promotion
4. Must have demonstrated the ability to work independently with peers and customers
5. Ability to read and interpret electronic schematics, system documentation and instruction manuals.
6. Familiar with the use of test instruments and software diagnostics used in the installation, repair and maintenance of Telecommunications equipment.
7. Knowledge of current FCC rules and regulation pertaining to radio operations/communications.
8. Communicate effectively with internal and external customers.
9. Must have acceptable attendance and work record
10. Must have a valid driver's license.
11. Must be willing to travel and work overtime and respond to call-outs as needed.
12. Must be willing to work outside in all types of weather

Progression:

Communications Technician B

1. Employees in the Communications Technician B classification may be promoted to the Communications Technician A classification after twelve (12) months or sooner. Promotions will be based on job summary qualifications and a recommendation by local management.

Communications Technician A

Nature and Scope of the Position;

Perform all the duties related but not limited to the installation, maintenance and repair of the Telecommunications equipment. May work under the direction of the like or higher classifications and/or supervisor, but is often left to own resourcefulness to accomplish the work. May lead, direct and assign the work of like classifications and/or contractors and provide training to like classifications.

Typical Duties;

1. Maintain an understanding of all company operating procedures focusing on safety, environmental and compliance policies.
2. Analyze, recommend and perform installation, maintenance, and corrective procedures on Telecommunications equipment as required in accordance with company practices.
3. Install, maintain and repair two-way radio communications,
4. Install, maintain and repair microwave communications, and systems
5. Install maintain and repair SCADA communication systems
6. Install, maintain and repair telephonic and other voice/data systems.
7. Install, maintain and repair mobile data equipment and systems.
8. Install, maintain and repair LAN/WAN equipment under the direction of the NOC, ETS and NOW groups.
9. Install, maintain and repair all other office/site infrastructure equipment including but not limited to data cabling, leased circuits, UPS systems, grounding, fiber, AV equipment, generators, etc.
10. Prepare necessary paperwork associated with the duties of the job.
11. Show initiative and successfully complete IT training courses associated with supporting Company Operations through Company sponsored or external courses.

Minimum Qualifications;

1. Must have FCC Radio Telephone General Class or nationally recognized certification.
2. Must have demonstrated a solid understanding in one or two of our critical support systems (SCADA, Microwave or Telephone systems), and in our business partners operational needs. Including but not limited to solving trouble and managing projects on their own.
3. Must be recommended by local management for promotion
4. Must have demonstrated the ability to work independently with peers and customers
5. Ability to read and interpret electronic schematics, system documentation and instruction manuals.
6. Familiar with the use of test instruments and software diagnostics used in the installation, repair and maintenance of Telecommunications equipment.
7. Knowledge of current FCC rules and regulation pertaining to radio operations/communications.
8. Communicate effectively with internal and external customers.
9. Must have acceptable attendance and work record
10. Must have a valid driver's license.
11. Must be willing to travel and work overtime and respond to call-outs as needed.
12. Must be willing to work outside in all types of weather.

Progression:

Communications Technician A

1. Employees in the Communications Technician A classification may be promoted to the Communications Specialist B classification after twelve (12) months or sooner. Promotions will be based on job summary qualifications and a recommendation by local management.

Communication Specialist B

Nature and Scope:

Possesses and applies a broad knowledge of principle, practices and procedures to carry out all aspects of the job and able to handle the most complex work using wide knowledge of the field and subject matter. Exercises independent judgement in decision making, planning, organizing and conducting work assignments. May lead, direct and assign the work of like classifications and/or contractors and provide training and solutions to like classifications.

Typical Duties;

1. Maintain an understanding of all company operating procedures focusing on safety, environmental and compliance policies.
2. Performs all duties within the Communication Technician A classification.
3. Serves as the main point of contact for work assignments and projects
4. Prepare necessary paperwork associated with the duties of the job.
5. Show initiative and successfully complete IT training courses associated with supporting Company Operations through Company sponsored or external courses.

Minimum Qualifications;

1. Must have demonstrated a solid understanding in one or two of our critical support systems (SCADA, Microwave or Telephone systems), and in our business partners operational needs. Including but not limited to identifying improvements, solving trouble and managing projects on their own.
2. Must have demonstrated solid communication skills dealing with peers, business partners and contractors. Including but not limited to active participation in meetings.
3. Must be recommended by local management for promotion
4. Must have FCC Radio Telephone General Class or nationally recognized certification.
5. Must have demonstrated the ability to lead projects and work groups
6. Proficient in reading and interpreting electronic schematics, system documentation and instruction manuals.
7. Proficiency with the use of test instruments and software diagnostics used in the installation, repair and maintenance of Telecommunications equipment.
8. Knowledge of current FCC rules and regulation pertaining to radio operations/communications.
9. Must have acceptable attendance and work record
10. Must have a valid driver's license.
11. Must be willing to travel and work overtime and respond to call-outs as needed.
12. Must be willing to work outside in all types of weather.

Progression;

1. Employees in the Communications Specialist B classification may be promoted to the Communications Specialist A classification after twelve (12) months or sooner. Promotions will

Communication Specialist B

be based on job summary qualifications, department needs and a recommendation by local management.

2. If after a period of one (1) year following the promotion to this job classification, the Communications Specialist B fails to meet all the Specialist B qualifications, he/she will be reclassified and paid at the Communications Technician A rate. Once reclassified, the employee must remain as a Communications Technician A for a minimum of 12 months before being reconsidered for promotion to Communications Specialist B.

Communication Specialist A

Nature and Scope:

Possesses and applies a broad knowledge of principle, practices and procedures to carry out all aspects of the job and able to handle the most complex work using wide knowledge of the field and subject matter. Exercises independent judgement in decision making, planning, organizing and conducting work assignments. May lead, direct and assign the work of like classifications and/or contractors and provide training and solutions to like classifications.

Typical Duties;

1. Maintain an understanding of all company operating procedures focusing on safety, environmental and compliance policies.
2. Performs all duties within the Communication Specialist B classification.
3. Serves as the main point of contact for work assignments and projects
4. Prepare necessary paperwork associated with the duties of the job.
5. Show initiative and successfully complete IT training courses associated with supporting Company Operations through Company sponsored or external courses.

Minimum Qualifications;

1. Must have demonstrated a solid understanding in one or two of our critical support systems (SCADA, Microwave or Telephone systems), and in our business partners operational needs. Including but not limited to identifying improvements, solving trouble and managing projects on their own.
2. Must be considered a subject matter expert in one of our critical support systems (SCADA, Microwave or Telephone systems) or business partners operational requirements (Gas Control, Dispatch or CIS).
3. Must have demonstrated solid communication skills dealing with peers, business partners and contractors. Including but not limited to active participation in meetings.
4. Must be recommended by local management for promotion
5. Must have FCC Radio Telephone General Class or nationally recognized certification.
6. Must have demonstrated the ability to lead projects and work groups
7. Proficient in reading and interpreting electronic schematics, system documentation and instruction manuals.
8. Proficiency with the use of test instruments and software diagnostics used in the installation, repair and maintenance of Telecommunications equipment.
9. Knowledge of current FCC rules and regulation pertaining to radio operations/communications.
10. Must have acceptable attendance and work record
11. Must have a valid driver's license.
12. Must be willing to travel and work overtime and respond to call-outs as needed.
13. Must be willing to work outside in all types of weather.

Progression;

1. If after a period of one (1) year following the promotion to this job classification, the Communications Specialist A fails to meet all the Specialist A qualifications, he/she will be reclassified and paid at the Communications Specialist B rate. Once reclassified, the employee must remain as a Communications Specialist B for a minimum of 12 months before being reconsidered for promotion to Communications Specialist A.

