



Position Title: Assistant Field Project Manager
Reports To: Director of Telecommunications
Department: Information Technology
Prepared By/Date: Karl Herleman/05-04-2010
Approved By/Date: Karl Herleman/05-04-2010
Revised: Jennifer C. Brito/05-04-2010

Job Code: 0145
Job Group: PEC
Salary Grade: 15
FLSA Status: Exempt

Summary:

This position works with other Network and Telecommunications Services (NTS) department managers to coordinate all field service efforts as well as assist the Director in meeting project completion schedules, and labor and material cost budgets as directed. The Assistant Field Project Manager reports directly to the Director of Telecommunications.

Essential Duties and Responsibilities:

- Reports, coordinates and supervises all aspects of a project as directed by the Director of Telecommunications, with multiple projects at one time of different size and duration
- Works closely with other project and Site Managers and/or project management in development and implementation, testing and documentation practices and procedures
- Provides technical support to solve problems encountered
- Assists the site supervisor in realizing changes to the Scope of Work and documenting change orders
- Provides advice and design assistance to building construction professional and tradesmen for specifying and installing building communications entrance facilities and distribution systems
- Responsible for cabling infrastructure service requests
- Coordinates, schedules, and assigns contractors to projects, including voice and/or data infrastructure upgrades projects
- Coordinates work efforts of contractors and vendors with campus/college personnel and communications administrators
- Oversees the budgeting, invoicing and documentation of infrastructure activities
- Provides routine management reports on technical field operations
- Works with NTS managers to assess technical requirement of various construction/renovation projects and coordinate staff scheduling with customer requirements
- Oversees activities of outside contractors to ensure that terms of our project contracts are being fulfilled
- Performs inspections of work done by subordinates and contractors to ensure adherence to appropriate specifications
- Participates with other departments in the planning, installation and maintenance of related and connected communications systems
- Performs other related duties as assigned.

Knowledge, Skills and Abilities:

- Knowledge with Microsoft System programs and literate with AutoCad and Visio applications
- Able to read equipment schematics, blueprints, as well as building and underground prints
- Thorough understanding of underground plant construction practices as well as familiarity with appropriate communication and electric codes
- Must hold and maintain valid State driver's license and must have personal vehicle available as

necessary

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described here 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 functions.

While performing the duties of this job, the employee is regularly required to sit and reach with hands and arms; use hands to finger, handle, or feel objects, tools, or controls; talk or hear; and stand and walk.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

This function/position has been designated as “essential.” This means that when the College is faced with an institutional emergency, employees in such positions may be required to remain at their work location or to report to work to protect, recover, and continue operations at the College.

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Bachelor’s degree and six (6) years of experience with two (2) years experience in the network and telecommunications field with emphasis on design, documentation, and project management.

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name