



Position Description

CATV SYSTEM ENGINEER

DEFINITION:

This position will report to and support the Cable Television Director with responsibilities to develop, operate and maintain the cable television fiber optic network in a state of legal compliance with all Federal Communication Commission regulations and standards. May serve in the absence of the Cable Television Director. Performs other related duties and assignments as required.

SUPERVISION RECEIVED:

This position works under the general direction of the Cable Television Director.

SUPERVISION EXERCISED

Provides direct supervision to the CATV Field Supervisor and indirect supervision to cable technicians and warehouse staff.

DISTINGUISHING CHARACTERISTICS:

This is a professional management level position that is responsible for, but not limited to, the technical operation of the cable system, personnel activities including performance evaluations, training, disciplinary actions, legal and regulatory compliance, budget administration, project management, and development and maintenance of the cable system to deliver existing and new services. May serve in absence of the Cable Television Director. This is a Fair Labor Standards Act (FLSA) exempt position.

ESSENTIAL DUTIES AND RESPONSIBILITIES (Illustrative Only):

Plans, directs and coordinates the daily cable system technical operations.

Oversee the daily work assignments for the technical staff (i.e. installations of service, routine maintenance of cable plant and related electronics to provide broadband services, service calls and construction of aerial and underground services).

Coordinates the technical training of CATV Service Technicians.

Ensures performance, reliability and security of the cable system in compliance with Federal Communication Commission (FCC) rules, regulations, standards and specifications.

Maintain current knowledge of local underground ordinances, state and federal codes and general practices and requirements of utilities concerning cable television and related services installations, assuring compliance with established departmental engineering and installation policies.

Maintain a variety of records relating to daily, weekly, monthly and annual activities and periodic external regulatory reports.

Ensures equipment maintenance and support contracts are current.

Ensures adequate inventory of tools, shop supplies, cables, spare plant and head end equipment, set-top boxes, cable modems, phone adapters and other customer service related equipment to prevent disruption of service.

Ensures property, plant, equipment and vehicle fleet assigned to the cable system are maintained in good working condition.

Coordinates all capital improvement projects including research, project planning, network design, equipment procurement, contractor selection, supervision of contractors, and the final delivery of projects.

Coordinates relationship with third party technical and customer support service providers.

Provides professional advice to Cable Television Director on deployment of new technology and services.

Makes presentations to Cable Television Director, City Council, boards, commissions, civic groups and the general public as assigned.

Interacts with national cable organizations, cable companies, equipment manufacturers, other city departments, elected officials and the general public to respond to technical issues related to operations of the cable system.

MINIMUM QUALIFICATIONS

Knowledge of:

Operations, policies, computer software applications, and modern office procedures and practices; Principles and techniques involved in the development and maintenance of a fully operational modern Radio Frequency (RF) and Internet Protocol (IP) based cable television system; electronic theory and application, State California Public Utilities

Commission General Order 95 and 128 (and as amended or otherwise provided PUC action), National Electric Code as it applies to the operation of a cable television network, and Federal Communication Commission (FCC) rules and regulations related to the operation of a cable television system, and/or related services.

Ability to:

Work effectively within all levels of the organization, understand and carry out oral and written directions, discern the level of support needed when problems arise; perform research and prepare information; analyze technical problems, adopt and take effective courses of action; research and develop new services, ideas and concepts that expand and enhance services in conjunction with the technical performance of the cable television operation and/or related use of fiber optic network.

EDUCATION AND EXPERIENCE:

Graduation from a college or university with a bachelor's degree and

- A. Five (5) years of increasing responsibilities in areas related to the design, development, construction, maintenance and operation of a current full service cable television system, and two (2) years in a management/supervisor level position within the cable television or related industry.

OR

- B. AA/AS degree and seven (7) years of progressively responsible experience involved in the daily operation of a cable television system.

SPECIAL REQUIREMENT

Completion of the Jones/NCTI Master Technician certification or Society of Cable Telecommunication Engineers (SCTE) Broadband Communications Technician (BCT) certifications, and a minimum of four certification courses towards achieving the Broadband Cable Engineer (BCE) certification or its equivalent.

Possession of and ability to maintain a valid California driver's license.

TOOLS AND EQUIPMENT USED:

Personal computer, software applications such as word processing, spreadsheets, presentation, and database, electronic test equipment, motor vehicle, phone, radio, fax, and copy machine. Specialized tools and test equipment use may be required and are listed on addendum for this function.

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 the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Requires the maintenance of physical conditioning necessary to operate motorized equipment and vehicles; ability to work in a standard office environment, sit, stand, walk, kneel, crouch, squat, stoop, reach, crawl, twist, climb, and occasionally lift 50 lbs.; walk over uneven surfaces; exposure to outdoor elements and confined work spaces, electrical hazards, chemicals, dust and mechanical hazards, associated with the construction, maintenance and operation of a cable television system; manual and physical dexterity to operate phone, computer keyboard and general office equipment. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus, especially as it relates to visual acuity sufficient to distinguish full-color spectrum and minute details on monitors and test equipment. The employee must possess a level of hearing sufficient to troubleshoot audio problems.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

A combination of office and field environments. Travels to and from sites. May be required to respond to emergency situation and work non-regular work hours.

SELECTION GUIDELINES AND GENERAL INFORMATION:

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to changed by the employer as the needs of the employer and requirements of the job change.

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