

## **COMMUNICATIONS SUPPORT SERVICES ADMINISTRATOR**

### **PURPOSE AND NATURE OF WORK**

Positions in this class are responsible for supervising and coordinating a team, consisting of subordinate section supervisors and personnel, that provides internal operational support to LFT Fiber. Positions are responsible for multiple support sections, including but not limited to, facilities maintenance, warehouse and inventory, and department procurement. Incumbents work under the general direction of a division manager and have supervisory responsibility for professional, technical and clerical staff.

**ILLUSTRATIVE EXAMPLES OF WORK** (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Through a supervisor, oversees warehouse duties that include the management of delivery receipts, physical auditing schedule of material and supplies, practicing safe storage and disposal of materials and supplies as required, and performing frequent material and supplies inventory analysis for restocking needs across seven (7) parishes an multiple facilities

Through a supervisor, oversees staff and contractors installing, inspecting, repairing, and maintaining buildings and facilities, including mechanical, electrical, plumbing, HVAC, and waste management as well as all associated custodial, security, landscaping, and grounds maintenance.

Through subordinate personnel, oversees requests for vehicles and equipment from various utilities divisions, managing the procurement of leased vehicles and equipment with contracted vendors, coordinating the procurement of purchased vehicles and equipment, and eventual disposal of a large fleet of utilities vehicles and equipment. Schedules and tracks regular maintenance and any repairs on all vehicles and equipment as well as monitoring the vehicle registrations and other related services.

Through subordinate personnel, oversees all fixed asset control, management, tracking and disposal of assets located at all LFT Fiber facilities

Performs related work as required.

### **NECESSARY KNOWLEDGES ABILITIES, AND SKILLS**

Thorough knowledge of locations, layout, characteristics, and maintenance needs of all facilities for which the position is responsible.

Thorough knowledge of practices and procedures of warehousing and asset control.

Thorough knowledge of the operations and maintenance of stock records and inventories.

Thorough knowledge of plant, equipment, materials and technology, used in department to be served.

Thorough knowledge of applicable policies and procedures of budgeting, purchasing, contracting and related.

Ability to form and maintain productive relationships with management, union, employees, elected officials, regulatory agencies and public.

Ability to communicate clearly and effectively, orally and in writing.

### **DESIRABLE TRAINING AND EXPERIENCE**

Bachelor's degree in business administration, accounting, project management or related field, and experience in building, facilities and fleet management, grounds maintenance, security, custodial, and municipal procurement experience; or an equivalent combination of training and experience.