

## **FIBER OPTICS FOREMAN**

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

Position is responsible for supervising and participating in construction, operations and maintenance of the communication system, as well troubleshooting service and analyzing system problem reports. Position leads, trains, schedules and assigns work to, a small staff of technicians, and reports to the Director of the Communications System Department.

**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.)

Supervises and participates in installation of fiber optic cable, splices and connections, terminations and associated communications equipment. Interprets plans, drawings and specifications for fiber optic lines, splices, and related communications equipment. Participates in construction inspection, ensures contractor and in-house compliance with applicable standards, codes and regulations. Oversees and participates in upgrades, installations and equipment replacement. Evaluates maintenance, construction and service requirements; schedules, assigns and oversees work of technicians. Maintains and troubleshoots communications system, customer premise equipment and circuits as needed. Supervises and participates in set up, connection and use of test equipment. Maintains inventory of fleet and equipment to ensure Technicians have necessary means to address service tickets. Assists in handling disciplinary issues involving the Technicians. Assists in creating new processes and procedures for installation technicians and provides training. Depending on area of assignment, tests and calibrates fiber optic equipment or Fiber-to-the-Home equipment. Assists in development and management of the operating budget for section. Performs related work as required.

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

Knowledge of the layout, location and characteristics of the Communications System.

Knowledge of construction standards, specifications and regulations affecting fiber optic projects.

Thorough knowledge of customer premise wiring schemes including single and multi-family residential and small / large businesses.

Ability to interpret optical circuit and Fiber-to-the-Home plans and specifications and, to use computers as required by assignment.

Ability to form and maintain good working relationships with staff, elected officials, optic system users and general public.

### **DESIRABLE TRAINING AND EXPERIENCE**

Completion of vocational technical school in electronics, telecommunications or a related field with substantial experience in the construction and maintenance of fiber optic communications systems.