



Plant Administration, Safety and Training Coordinator

Department: Operations

Location: Anchorage

FLSA: Exempt

Reports To: Chief Network Officer

Approved By:

Revision Date:

Effective Date:

Position Description

Position supports and assists network team with administrative duties associated with construction and installation activity, permits and land lease contracts including accounting needs / reports associated with service order and plant activity. Also, has primary responsibility for updating and maintaining the safety manual and collecting and maintaining the associated safety documentation. Assists the exchange managers in scheduling and documenting the training for the Operations team.

Principle Accountabilities

Contract and permit administration; includes filings for local, state, and federal permits and land lease contracts. Manage database archiving, central file maintenance, owner identification/notification, compliance tracking, and term tracking.

Participate in the preparation and monitoring of the annual capital and network operating budgets

Manage CPR additions and retirements pertaining to work orders and present to accounting for final posting.

Advanced technical level work, interpreting and assimilating Engineering work orders. Coordinate with ISP/OSP Engineers and Splicers as required.

Manage the Safety Plan. Including updating the safety manual as necessary and developing and maintaining the compliance documentation.

Manage mapping records to ensure they are kept current with changes resulting from OSP construction and maintenance activity.

Function as training coordinator for the network group. Work with the exchange managers to determine appropriate training for the work group and schedule and track it.

Manage OSP and Central Office Equipment records.

Participate in the creation, monitoring, and tracking of trouble reports.

Manage work orders by creating, tracking then compiling engineering and network closing documents to present to accounting for final work order close.

Design, assignment, provisioning, and record maintenance of special circuits.

Departmental liaison for upgrades, changes, etc., with NISC iVUE which provides platforms for work order, plant record and trouble system.



Coordinate CLEC and interconnection requests between Customer Service and field personnel.

Coordinate network outage notification with carriers.

Provides administrative support to operations and engineering groups as needed in various capacities.

Additional Responsibilities

Manage travel arrangements from Anchorage for Technician travel to and from the slope.

Provide back up for Service Order Management and Interconnection Coordinator.

Knowledge, Skills, and Abilities

Excellent working knowledge of service order and facility assignment systems to include ASTAC data base applications and internal processes.

Ability to work independently, multi-task, and set appropriate priorities for tasks.

Ability and willingness to understand complex issues, find solutions, recommend changes.

Excellent interpersonal skills.

High level skills in Microsoft Office suite of programs, including Microsoft Visual Basic (Visio).

Education and Experience Required and Preferred

6 years telecommunications experience required.

3 years experience in telecommunications operations support preferred.

3 years experience in telecommunications customer service, dispatch, and repair preferred.

Broad knowledge of telecommunications network operations preferred.

Performance Expectations

Safety manual kept current.

Training schedule published on a quarterly basis.

Leases kept current and reviewed quarterly.



Acknowledgement

I have reviewed and understand the Position Guide and believe it to be accurate and complete. My acknowledgement below indicates I am fully aware that my adherence to the terms of this Position Guide will be a major element of all future evaluations. I also agree that my manager retains the right to change this Position Guide at any time.

Employee	Date	Supervisor	Date
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Note: This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities.

To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.