

Task Statements

Senior Telecommunications Engineer

Task #	Task Statement
1.	Design telecommunication systems (e.g., wireline, radio, fiber, satellite) to satisfy voice, video, and/or data requirements of an end user.
2.	Conduct telecommunication studies/surveys to predict system performance related to satisfying end user requirements utilizing appropriate tools or methodologies (e.g., computer simulation modeling, field strength measurements, analytical calculations).
3.	Conduct telecommunication systems studies to identify and evaluate alternatives, estimate costs, and recommend an optimal solution for satisfying end user requirements.
4.	Develop and write operational and/or functional requirements for telecommunication systems to satisfy end user requirements.
5.	Develop and write technical specifications for telecommunication systems to satisfy end user requirements.
6.	Develop and write technical specifications for telecommunication equipment to satisfy end user requirements.
7.	Evaluate vendor proposals for telecommunication systems and/or equipment to ensure compliance with technical specifications and end user requirements.
8.	Conduct acceptance testing on equipment and systems to verify specification compliance.
9.	Develop technical standards for telecommunication systems to ensure compliance with federal, state and local requirements, and for effective implementation, operation, and maintainability.
10.	Understand applicable standards and apply them to the design, implementation and management of telecommunication systems.
11.	Provide technical advice and guidance to end users on telecommunication technologies and regulations for voice, video and data systems.
12.	Provide technical assistance and instruction to field maintenance staff in testing, repairing, and resolving system issues.
13.	Plan and coordinate the implementation of telecommunication projects based on operational needs of the end user utilizing project management methods and tools.
14.	Develop hardware and/or software configurations to control the operation of telecommunication equipment and systems.
15.	Act as technical advisor to management on telecommunication issues.
16.	Develop strategies for telecommunication technologies and resources to resolve end user requirements.

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17.	Implement strategies and directions of state management in the design and operation of telecommunication systems.
18.	Develop engineering documentation and drawings (e.g., schematics, interconnections, physical layouts) to direct the installation and to facilitate the future enhancement and maintenance of telecommunication systems.
19.	Demonstrate and train clients/end users in the use and proper operation of telecommunication equipment and systems.
20.	Prepare engineering reports (e.g., feasibility reports, functionality reports, study reports) for presentation to stakeholders.
21.	Analyze technical data to determine if new equipment is compatible with other system components and recommend solutions to any inconsistencies.
22.	Analyze telecommunication billing documents to manage and control costs for projects and/or programs.
23.	Evaluate and discuss telecommunication systems, prototypes, and proposals with vendors and/or end users to determine applicability to current or future systems.
24.	Act as leadperson for a project team in connection with design and implementation of telecommunication systems to monitor work quality and progress.
25.	Supervise assigned telecommunications staff to monitor quality and quantity of work, and to ensure the adherence to work schedules.
26.	Review and approve staff timekeeping documents (e.g., time reports, leave requests) for compliance with legal and workload requirements.
27.	Develop goals and/or objectives for the work unit in accordance to established policies, practices and procedures.
28.	Plan, lead, and direct the work activities of staff to ensure projects are completed in accordance to established policies, practices and procedures.
29.	Plan, lead, and direct the work activities of staff to ensure projects are completed within established timeframes and budget.
30.	Develop and monitor a program or work unit to ensure appropriate spending of approved budget.
31.	Identify and resolve employee performance problems to improve worker performance and productivity.
32.	Administer provisions of collective bargaining agreements to ensure compliance in the course of supervising represented employees.
33.	Resolve disagreements and conflicts between staff members to achieve a positive work environment.
34.	Conduct team-building sessions with work unit to establish a more cohesive and productive staff.
35.	Mentor staff to improve performance and productivity.

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36.	Conduct training needs analysis to determine the level and type of training needed by staff.
37.	Provide on-the-job training to co-workers and/or staff relating to the duties of the position.
38.	Participate in the interview and hiring process to provide input in the selection process.
39.	Document employee performance and complete performance evaluations and probationary reports.
40.	Participate in planning of projects from inception to implementation to ensure timely completion of projects.
41.	Document project objectives, scope, and charter to define and initiate the project.
42.	Establish controls (e.g., project plans, schedules, risk analysis) to ensure the timely completion of work tasks.
43.	Monitor and manage controls (e.g., project plans, schedules, risk analysis) to ensure the timely completion of work tasks.
44.	Manage the implementation of projects so as to control scope creep with regard to budget and schedule impact.
45.	Outline the work tasks (e.g., project timelines/schedules, action plans,) required to complete projects or assignments.
46.	Prioritize and schedule work to be completed by a project team (e.g., developing an action plan for a work assignment or determining the assignment and order of project steps to be completed by each team or task force member).
47.	Resolve conflicting priority requests from various sources to ensure project needs are being met.
48.	Provide input to management regarding the amount of time spent and resources required to complete projects and work assignments.
49.	Inform stakeholders of the status and progress of work, programs, and projects to ensure quality customer service.
50.	Evaluate telecommunication project costs (current and projected) relative to the financial constraints to ensure project completion.
51.	Develop technical information for contracts, including license requirements, certification, scope of work, deliverables, and schedules, to initiate telecommunication systems implementation/maintenance services.
52.	Evaluate current and proposed sites and facilities to determine suitability for telecommunication systems implementation.