

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Associate Telecommunications Specialist

JOB CODE : 051105

DATE PREPARED : January 10, 1984

Revised: October 27, 1993

SUMMARY STATEMENT

The incumbent, under the guidance of a Telecommunications Specialist, plans, procures, and implements telecommunications services for offices and facilities of the DOE/NV and associated agencies and contractors.

DIMENSIONS

The incumbent reports to a Telecommunications Specialist or the Telecommunications Specialist Section Chief and has no supervisory responsibility.

NATURE AND SCOPE

1. Makes recommendations for rearrangements, additions, and improvements of telecommunications services and follows through to assure user requirements are satisfied;
2. Places or prepares orders for telephone service as required to provide control and accountability of the DOE/NV telecommunications system;
3. Assists the DOE and contractors with planning and designing special communications systems;
4. Maintains records of telephone systems in service and supports the development of assignment records on all telephone numbers within the PBX system to account for total service used and to allocate service available;
5. Assists the Telecommunications Specialist with plans, orders, and maintenance of leased line services to verify adequate ancillary facilities are provided to support required services;
6. Evaluates when additional lines are required and/or when a reduction in lines will provide adequate service and best utilization of available telephone lines for maximum cost effectiveness;
7. Maintains awareness of new services and equipment available in telecommunications through study, seminars, and trade shows;
8. Assists with cost changes and charges for accounting on all telephone services for verification and control;
9. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
10. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

1. Occasional standing/walking for short distances in telecommunications center or office areas;
2. Constant sitting at desk or telecommunications equipment console while completing paperwork, sending or receiving transmissions, etc.;

Associate Telecommunications Specialist

3. Occasional lifting/carrying paperwork or supplies up to 20 pounds; sometimes up to 40-pound boxes of paper;
4. Occasional pushing/pulling exerting force up to ten pounds in opening doors or file drawers;
5. Occasional bending/twisting at waist/knees/neck while seated and to and from seated position;
6. Constant use of both hands/arms in reaching/handling/grasping/fingering while operating telephones, fax machines, telegraphic equipment, computer, completing paperwork, etc.;
7. Constant use of sight abilities in operating computer or telecommunications equipment and reading documents/screen, completing paperwork, etc.;
8. Constant use of speech/hearing abilities in operating telecommunications equipment and communicating with customers, coworkers, and supervisors.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in determining telecommunications needs, sending, and receiving transmissions in the most efficient method and ensuring that all security procedures are followed;
2. Must be able to work independently, exercise judgement, and make decisions within supervisory approval;
3. Must be able to handle sensitive classified material in accordance with all Company and DOE security regulations;
4. Must possess excellent oral communication skills and ability to deal with all levels of personnel in a clear, professional, and effective manner;
5. Must possess good mathematical skills and ability to read/write/speak English;
6. Must be able to deal with pressure of deadlines, frequent interruptions, multiple tasks, and dealing with sensitive material.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed in a climate-controlled telecommunications center with some travel to other office locations.

Tools & Equipment Used: Secure telephone unit, fax machine, personal computer, printers, copiers, other general office equipment, and motor vehicle.

REQUIRED TRAINING AND WORK EXPERIENCE

High school diploma or equivalent required. Two years of telephone company experience or related telephone experience in private industry, as well as an understanding of key telephone systems, telecommunications common carrier tariffs, and billing practices. Knowledge in the application of telecommunications services, PBX systems, features, and functions available, as well as data telecommunications experience with interface compatibility is preferred.

OTHER SPECIAL QUALIFICATIONS

Ability to obtain "Q" clearance. Valid driver's license required.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Telecommunications Specialist

JOB CODE : 002390

DATE PREPARED : October 1, 1989

Revised: October 10, 1994

SUMMARY STATEMENT

The Telecommunications Specialist plans and implements telecommunications services for offices and facilities of the DOE, user agencies, and contractors.

DIMENSIONS

The incumbent has contributory impact upon the operating budget. The incumbent may have indirect supervisory responsibility for four nonexempt employees. This position reports to the Telecommunications Section Chief.

NATURE AND SCOPE

1. Orders telephone service as required to provide control and accountability of DOE Telecommunications Systems;
2. Assists DOE and contractors with planning and designing special communications systems to support new and ongoing programs with the latest technological advancements and provide greater efficiency at minimum cost;
3. Maintains records of telephone systems in service and keeps assignment records on all telephone numbers within the PBX systems to account for total service used and allocates service available;
4. Maintains records of leased line services to verify adequate ancillary facilities are provided;
5. Evaluates multi-line systems usage to determine when additional lines are required or a reduction in lines will provide adequate service with a reduction in cost;
6. Assists in the selection and procurement of data telecommunication equipment both leased and purchased to provide overall compatibility for the DOE Central Computer System;
7. Controls and issues all telephones/radio pagers associated with the DOE Las Vegas paging system;
8. Assists in the development of long-range plans for improvements to the telecommunications systems in Las Vegas and at NTS;
9. Develops and maintains records of cost reduction for annual report to DOE to maintain contractual obligation;
10. Develops annual telephone survey reports of total Las Vegas/DOE telephone services at the end of each fiscal year as requested by DOE;
11. Stays abreast of new services and equipment available in telecommunications through study, seminars, and trade shows;
12. Provides cost changes and charges for accounting on all telephone services for verification and control;
13. Reviews all Department of Energy Communication Authorizations requiring work at NTS and coordinates REECo support when needed (i.e., trenching, road crossings, etc.);

Telecommunications Specialist

14. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
15. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

Physical

1. Frequent sitting at computer or desk while performing writing duties, often for prolonged periods;
2. Occasional lift/carry paperwork, up to 20 pounds;
3. Occasional push/pull, opening doors, file drawers, etc., up to ten pounds of force;
4. Occasional bending/twisting at waist/knees to and from seated position or while filing in lower drawers;
5. Constant use of both hands/arms in reaching/handling/grasping/fingering while keyboarding, writing, etc.;
6. Constant use of sight abilities in typing, reading, etc.; visual requirements include color vision and visual acuity in near- and mid-range vision;
7. Constant use of speech/hearing abilities in answering telephones, participating in meetings, communicating with customers, coworkers, etc.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in writing technical documents and ensuring all Company policies and procedures are followed;
2. Must possess independent judgement, creativity, initiative, and ability to apply knowledge and experience to resolve problems, compose correspondence and technical reports, and accomplish goals where established procedures may not be specific;
3. Must be highly organized and able to prioritize and schedule multiple activities of the work assignment;
4. Must possess excellent oral and written communication skills with proficiency in composition, proofreading, and grammar; must be able to read/write/speak English and possess basic mathematical skills;
5. Must possess excellent interpersonal skills and ability to deal with all types of people in a tactful, professional, and effective manner while screening and maintaining confidentiality;
6. Must be able to deal with pressures of deadlines, heavy workloads, abrasive/unpleasant people, and constant interruptions;
7. Must possess excellent memory to recall extensive policies, procedures, filing systems, terminology, schedules, personnel, and other details;
8. Must possess ability to delegate, direct, and supervise work of assigned personnel.

PRINCIPAL CONTACTS

The incumbent maintains contact with all departments within the Company, DOE, agencies, and contractors in Las Vegas to review requests for telecommunications service and analyze existing service.

Telecommunications Specialist

WORKING CONDITIONS

General office conditions exist most of the time.

REQUIRED WORK EXPERIENCE

This position requires six years of telephone company experience or related telephone experience in private industry which included key telephone systems, telecommunications common carrier tariffs, and billing practices. Technical knowledge in the application of telecommunications services, knowledge of PBX systems, features, and functions available, as well as data telecommunications experience with interface compatibility is preferred.

REQUIRED TRAINING

This position requires high school graduation or equivalent plus advanced vocational training in communications techniques and services.

OTHER SPECIAL QUALIFICATIONS

None.