

Copper Valley Telephone Cooperative

Position Title: Network Engineer	Department: Engineering
Reports To: Switching & Network Manager	FLSA Status: Non-Exempt

General Summary:

Plans, designs, and develops detailed specifications and cost analyses for Central Office power, switching and transmission equipment. Monitors installations of Central Office and transmission equipment. Provides technical engineering support.

Essential Job Functions:

- Plans, designs, and develops detailed specifications and cost analyses for Central Office power, switching and transmission equipment.
- Monitors installations of Central Office and transmission equipment and initiates actions to resolve installation problems. Performs acceptance tests as required.
- Provides technical engineering support for Central Office and transmissions facilities including, testing, trouble analysis and training. Develops and maintains documentation, procedures, and records as required.
- Prepares cost estimates including short and long range budgets and plans.
- Maintains engineering files and organized mapping filing system.
- Researches, analyzes and makes recommendations regarding status of existing facilities, alternative technologies and equipment, application of technology to tariff development, and construction standards, methods and specifications.
- Performs all other related duties as assigned by management. *

*These tasks do not meet the Americans with Disabilities Act definition of essential job functions and are usually less than 5% of time spent. However, these tasks still constitute important performance aspects of the job.

Knowledge, Skills, and Abilities:

- Knowledge of plant technologies including PSTN, cellular, wireless, microwave technologies, switching, transmission and distribution.
- Knowledge of MS DOS, Word, Excel, and VISIO Technical.

- Knowledge of plant staking sheets, Central Office and transmission systems schematics, special circuit request and design criteria.
- Knowledge of RUS rules, regulations and construction practices and work order procedures.
- Knowledge of company policies and procedures.
- Knowledge of company products and services.
- Skill in operating various office equipment such as personal computer, CAD workstation and digitizing tablet, printers, plotters, copier, shredder, various software programs, email, and telephone systems.
- Skill in oral and written communication.
- Skill in working with mapping and document filing systems.
- Ability to communicate with customers, employees, consultants, contractors, regulatory agencies, and various business contacts in a professional and courteous manner.
- Ability to organize and prioritize multiple work assignments.
- Ability to accomplish on-site review of CVTC facilities in varying terrain and often extreme climactic conditions.
- Ability to gather field data which may require distinguishing colors, and estimating distances.
- Ability to maintain confidentiality.
- Ability to work extended hours.
- Ability to operate various motor vehicles and all-terrain vehicles including ATV and snowmobiles in varying climactic conditions and over all types of terrain.
- Ability to obtain and maintain a valid driver's license.
- Ability to work independently.
- Ability to sit or stand most of the day while working with computer or MAT.

Education and Experience:

Bachelor’s degree in Electrical Engineering or Associate’s degree in Electrical Engineering and four years of demonstrated job experience in appropriate telephony technologies. An equivalent combination of college study and experience may also be accepted. SONENT certification also required.

Physical Requirements:

PHYSICAL REQUIREMENTS	0-24%	25-49%	50-74%	75-100%
Seeing: Must be able to read computer screen and various reports.				X
Hearing: Must be able to hear well enough to communicate with employees and industry contacts.				X
Standing/Walking: Must be able to use snowshoes and travel through snow, mud, water and thick brush areas.		X		
Climbing/Stooping/Kneeling:	X			
Lifting/Pulling/Pushing: Must be able to lift and transport records weighing up to 50 lbs.	X			
Fingering/Grasping/Feeling: Must be able to write, type, and use phone system.				X

Working Conditions:

This factor measures the surroundings or physical conditions under which a job must be done and the extent to which those conditions make the job disagreeable. Consider the presence and relative amount of exposure to dust, dirt, heat, fumes, contaminants, cold, noise, vibration, wetness, etc.

Good working conditions; may involve occasional exposure to some of the elements listed above.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.