

Nebraska Central Telephone Company

Position Description - 2021

Network Operations Administrator

The Network Operations Administrator performs a wide range of technical and administrative and management duties pertaining to communications networks, fiber optics and cable television systems. The Network Operations Administrator is generally responsible for oversight of networks, buildings and facilities within NCTC's territory and reports to the VP Operations.

Primary Responsibilities

Maintain, monitor and facilitate repair and upgrade of numerous Fiber Optic, Ethernet Transport, SONET, Cable TV, System Monitoring, DC Power, Inverter and Company Communications systems.

These activities include but are not limited to:

- Project management to oversee and coordinate new equipment installations and upgrade work.
- Provide input for network design and system upgrades.
- Analysis of technologies pertaining to network upgrades and coordination of acceptance testing
- Maintain records of network facility assignments, maps, diagrams, and other technical documentation.
- Coordinate the repair and replacement of defective equipment.
- Maintain relationship with equipment and technology vendors used in the normal course of business
- Coordination training and interaction between vendors and Company personnel.
- Manage Cable TV feeds and transport.
- Order equipment and supplies and process invoices in financials software.
- Oversee all company buildings and facilities for maintenance and installation upgrades.

Knowledge, Skills and Abilities

-Familiarity with telecommunications, Ethernet, DC power, and fiber optic network technology.

-Ability to analyze and diagnose technical equipment issues and operating efficiency and provide recommendations for improvements.

-Excellent troubleshooting and diagnostic skills.

-Ability to evaluate new networking, power and other equipment platforms.

-Strong analytical and interpersonal skills and the ability to multitask and prioritize.

-Experience and knowledge of using MS Excel, MS Word, MS Visio and AutoCAD.

-Outstanding organizational and record keeping skills.

Education/Experience

- Technical education in electronics/electricity or other telecommunications/networking related topics.
- Knowledge and skills acquired through training in telephony or electronics and/or communications network related job experience.

Evaluation Criteria

- Ability to manage and effectively complete workload within assigned timeframes
- Communication skills for day-to-day interaction with customers and co-workers
- Technical ability to operate installation and testing equipment, mechanical and electrical power tools, and other work equipment
- Ability to use and accurately update plant records
- Ability to drive and complete job requirements in a safe and conscientious manner
- Ability to work with minimal supervision

Other Job Requirements

- Ability to lift up to 50 pounds, climb ladders, and physically work on equipment mounted in equipment racks.
- Willingness to work overtime as required during service outages, special projects and to be "on-call" on a rotating basis (including some weekends)
- Willingness for overnight travel in and out-of-state for technical training

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Resumes may be sent to nctc@nctc.net