



# TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 North Reservation Road, Porterville, CA 93257

## JOB POSTING

### *Department Only Promotion*

**Opening Date: 07/07/2016**

**Closing Date: 07/14/2016**

**Position Title:** Network Supervisor

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**Department:** Telecommunications

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**Work Schedule:** Monday-Friday 8:00AM – 4:30PM

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**Wage Rate:** Pay Range 51: \$27.50-\$35.20/HR/ Overtime Eligible

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If you are interested in this position, please submit the following:

- Completed Application
- Associate's Degree
- Tribal Identification (*if applicable*)

All requested information must be in the Tribal Administration Human Resources office by 5:00PM on the closing date. *Incomplete applications or failure to submit the requested information will result in the disqualification of your application.*

#### Submit To:

Human Resources  
Tule River Indian Tribe of CA  
340 N. Reservation Rd.  
Porterville, CA 93257  
E-mail: Teresa.Ceballos@tulerivertribe-nsn.gov

IN-HOUSE APPLICANTS MUST SUBMIT AN APPLICATION TO THE HUMAN RESOURCES DEPARTMENT FOR ANY JOB OPENING(S) THEY ARE INTERESTED IN.



# TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 North Reservation Road, Porterville, CA 93257

## JOB DESCRIPTION

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**POSITION:** Network Supervisor

**WORKSITE:** Tule River Tribal Council  
487 S. Reservation Rd.  
Porterville, CA 93257

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### GENERAL POSITION DESCRIPTION

The Telecommunications Network Supervisor is responsible for professional and supervisory work involving the procurement, design, installation, operation, maintenance and ongoing support of multiple telecommunications and data transmission systems, including HPBX/PBX switches, enterprise communication servers and other specialized application servers. Oversees a team of telecommunications and network technicians who installs, troubleshoots, repairs, and maintains telecommunications and network equipment for the Tribe. Work requires maintaining knowledge of state-of-the-art telecommunications networks and systems including IP telephony and broadband network technology. Experience in the IT and networking fields is also used to develop new strategies to optimize network operation. They work with other network team members, supervisors, and end-users to provide system and network-related solutions for the Tule River Tribe's information-technology and telecommunications assets. They may also create training sessions for employees to increase knowledge and productivity related to computer networks and applications. Duties involve participation in the selection, placement, training, safety and discipline of assigned personnel. Work also includes frequent contact with network users, ICS operational personnel, vendors and system programmers.

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### DUTIES & RESPONSIBILITIES:

1. Serves as a member of the management team; upholds company policies and implements telecommunications practices to department and industry standards.
2. Oversees the daily operation of the Tribe's telecommunications network.
3. Plans, coordinates, assigns, and reviews the activities of assigned employees engaged in telecommunications network responsibilities.
4. Supervises, trains, and evaluates department staff in Tribal Administration, and Telecommunications Department policies and procedures to effectively accomplish assigned duties.
5. Provides technical expertise in areas such as collection, analysis, measurement of performance, presentation of data, and special reports relating to the operations of all telecommunication network systems activities.
6. Maintains standard related to the security, storage, protection, retention of data files, and preventative procedures to maintain the highest possible up-time for all systems.
7. Designated, as assigned, to the Emergency Operations Team

8. Researches, evaluates and may participate in network hardware/software installations and upgrades.
9. Read and interpret service orders and circuit diagrams, keeping an accurate record of circuit placement.
10. Analyze performance monitoring of equipment to determine possible problem areas.
11. Perform provisioning and troubleshooting functions with Calix C7 switching systems utilizing associated CMS software.
12. Set-up, read, interprets test equipment, measuring devices, and meters, performing tests on various analog, digital, and fiber optic circuits along with other communications equipment to include multiplexers, routers, and switches.
13. Work with Telecommunications Department Technicians to ensure proper function of network equipment and services to heighten customer satisfaction.
14. Ensures proper function and calibration of test equipment.
15. Provide desktop operating system and server support for Tribal Administration and programs.
16. Able to acknowledge and implement safe work practices.
17. Ability to maintain the highest level of confidentiality.
18. Able to relate culturally and work effectively with the Native American community.
19. Performs related work as assigned.
20. May be required to perform additional duties and tasks as required by the Tribe.

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#### QUALIFICATIONS:

1. Must possess an Associate's Degree in computer science, information technology, or a similar field is required for this position, supplemented by technical training in telecommunications or related fields. Additional certifications are a plus.
2. Minimum of five (5) years experience in the telecommunications industry, FTTX/ PON environment.
3. Experience with major telecommunications carrier broadband technology delivery and methods.
4. Experience in unified communications and related technology is necessary.
5. Prior work history that demonstrates a commitment to team building, leadership, and problem solving.
6. Must possess a valid CA Driver's License and be insurable through the Tribe.
7. Must be able to work overtime, including but not limited to evenings, weekends, and holidays as needed.
8. Must be available to attend and participate in necessary training to improve job skills. May require travel to training locations.
9. Must successfully complete a pre-employment drug/alcohol screen and background check.

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#### KNOWLEDGE, SKILLS & ABILITIES:

1. Knowledge of telecommunications network systems, including digital PBX voice/data systems, enterprise communications servers, voicemail, call management, and call detail accounting systems.
2. Skill in managing technical staff to develop and implement standard policies for day to day operations.
3. Skill in organizing and integrating information from a variety of sources.
4. Ability to work under stressful conditions and persevere on long projects and complicated problem resolutions.
5. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, network diagrams, and procedure manuals.
6. Considerable knowledge of the capabilities of available networks, network management tools, personal computers, modems, and frame relay equipment.
7. Strong analytical and problem solving abilities, able to conduct research into a wide range of computing issues.
8. Knowledge of basic computer hardware, including desktop PC's, network equipment, wireless access points, routers, servers, and printers.
9. Experience with updating hardware and network structure.
10. Experience with server and desktop operating systems, Windows XP, Vista, Windows 7, Red Hat Linux, Windows Server 2008, and Cisco operating systems.
11. Experience with fiber optic network, FTTx/PON, technologies, and related hardware.
12. Ability to write routine reports and correspondence.
13. Ability to speak effectively before groups of customers or employees of organization.
14. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
15. Respond promptly to customer needs. Ability to manage difficult or emotional customer situations.
16. Considerable knowledge in the area of IP telephony and computer telephony integration.
17. Ability to establish and maintain effective working relationships with employees, outside agencies, and vendors as necessitated by the work.

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#### PHYSICAL REQUIREMENTS:

Position requires prolonged sitting, standing, walking, reaching, twisting, and turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination working with telecommunication equipment, wires, electronics, and in preparing reports using a computer keyboard. Additionally the position requires near and far vision in proofreading correspondence and work related documents. Acute hearing is required. Typically field work setting conditions, and may require office work. Field work may expose employee to, but not limited to adverse weather and conditions, dust, equipment fumes, and noise. Frequently must be able to lift up to 10 pounds, normally must be able to lift up to 40 pounds, and occasionally must be able to lift up to 50 pounds. This job also may require the use of a vehicle to travel to job sites, ability to run various Telecommunication

equipment, and an employee must be able to have those repetitive motions and coordination associated with operating a motor vehicle and equipment.

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**This position reports to:** Director of Telecommunications

**Supervises:** Network Equipment Maintainer, Fiber Network Field Technician, IT System Administrator

**Hours:** 40+ Hours week / Normally Monday-Friday 8:00AM – 5:00PM / On-Call / May be weekends and holidays.

**Salary Range:** Pay Range 51: \$27.50-\$35.20 / Hr.  
Paid Bi-weekly / Overtime Eligible

**Benefits:** Medical, Dental, Vision, Flexible Spending Plan, PTO & 401K.

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**PREFERENCE IN FILLING VACANCIES IS GIVEN TO QUALIFIED INDIAN CANDIDATES, IN ACCORDANCE WITH THE INDIAN PREFERENCE ACT**