



**University of Texas at El Paso
Job Description**

Job Code: 19098
Job Title: Communications Project Specialist, Senior
Department: Job may be available in different departments/divisions
Reports To: In accordance with specific departmental policies
FLSA: Exempt
Prepared by: Human Resource Services
Creation/Revision: November 1, 2016

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Summary: *Under the Telecommunication Infrastructure department, the Communications Project Specialist – Senior reports to the IRP-Facilities Liaison when administering telecommunications projects. Develops, designs, and documents telecommunications cabling architectures adhering to accepted standards, best-practices, processes, and methodologies approved by professional telecommunications organizations such as IEEE, BICSI, and CompTIA, as well as established UTEP cabling and networking standards. May supervise and oversee cabling projects executed by contractors as well as in-house telecomm crews.*

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Note: The primary accountabilities below are intended to describe the general content of and requirements of this position and are not intended to be an exhaustive statement of duties. Incumbents may perform all or some of the primary accountabilities listed below. Specific tasks or responsibilities will be documented in the incumbents' performance objectives as outlined by the incumbents' immediate supervisor or manager. This position is security-sensitive and subject to Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. Must possess a valid driver's license issued by the State where the applicant resides and must be insurable as defined in the UT System BPM 16-05-02, as applicable to the performance of essential duties and responsibilities of the position.

Statement of Duties and Responsibilities:

Assists IRP-FACSP&C Liaison with managing telecommunications infrastructure projects to include data and equipment connectivity requirements.

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Designs, plans, and installs telecommunications cable, racks, and all associated cabling equipment/hardware for MDFs and IDFs.

Designs, plans, and oversees installations of all cabling infrastructures for remodeling or new construction projects.

Develops project plans for implementation preferably utilizing project tools and/or similar software.

Assists IRP-Facilities Liaison in identifying, pricing, and procuring all materials and contracts for projects as needed to include bid packages on project scope for planned projects.

May supervise technicians assigned to the Projects Team in order to implement the project plans meeting established timelines and budgets.

Ensures quality assurance testing and accurate documentation of all assigned and completed projects to include blue prints using VISIO, Adobe Pro, or like software of all floors, rooms and telecommunication outlets active and inactive.

Assists in coordinating with UTEP Planning, Construction & Design department to ensure telecommunications infrastructure architecture standards and best practices are met.

Ensures outside contractors abide by UTEP-IT Master Standards for structured cabling systems

Supervises outside contractors involved in campus telecommunications-related projects.

Responsible for design, installation, and maintenance of underground cabling infrastructures to include Single-Mode fiber, Multi-Mode fiber, and copper cabling, and required underground conduits systems.

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Assists in developing and establishing strategically redundant and robust telecommunication infrastructure initiatives.

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Trains and mentors all new and existing employees.

Knowledge of all Microsoft Office software and able to learn and use institutional software systems.

Complies with all State and University policies.



Other duties may be assigned.

Supervisory Responsibilities: Supervise in-house crews in cabling projects. Oversee and supervise contracted cabling crews as needed.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Education required: Bachelor's degree from four year college or university within area of assigned responsibility.

Minimum Experience required: ~~Four years related experience and training in Project Management and Telecommunications with related certifications; or equivalent combination of education and experience.~~

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Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit or stand and talk or hear. The employee is occasionally required to reach with hands and arms. The employee must occasionally lift and move up to 10 pounds. Specific vision abilities required by this job include color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities.

While performing the duties of this job the employee is occasionally exposed to moving mechanical parts; high, precarious places and outside weather conditions. The noise level in the work environment is usually moderate.