Manager of Installation Projects - Telecommunications

Definition of Class
This is a supervisory position in which the incumbent is responsible for managing and overseeing telecommunications installation activities for new and renovated construction projects and acts as liaison with administrative departments in assessing communication needs. The incumbent prepares cost estimates and monitors project costs; ensures quality and compliance standards are met; and supervises assigned staff. The incumbent designs all network components including network and wiring infrastructures. This position frequently exercises discretion and independent judgment when performing the duties of the job.

Examples of Work Performed

Plans and schedules work to appropriate personnel ensuring proper distribution of assignments and adequate staffing, space, and facilities for subsequent performance. Reviews work order status to determine project length and cost analysis.

Meets with supervisory and management personnel to discuss project needs and requirements to ensure telecommunications specifications are implemented properly.

Interprets construction blueprints and drawings.

Compiles cost estimates for material and labor for all new and renovated projects. Recommends changes to project drawings as it relates to telecommunications.

Designs all network components for new and renovated construction projects including network and wiring infrastructures.

Reviews project work orders to verify job costs are within estimated budget. Takes appropriate actions to ensure costs stay within budget for the duration of the project. Recommends estimate increases when necessary.

Serves as liaison to outside contracting officials and internal administrators as it relates to telecommunications installations.

Ensures quality standards are met and specifications are compliant with governing regulations.

Prepares reports and analyses setting forth progress, adverse trends, and appropriate recommendations or conclusions.

Supervises subordinate staff. Recommends various personnel actions including, hiring, merit recommendations, promotions, transfers, and vacation schedules. Counsels with insubordinate employees and makes recommendations for appropriate action.

Represents the department in planning and organizing “outside” contractor work.

Performs related or similar duties as required or assigned.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Supervises and coordinates the activities of assigned employees.
2. Designs all network components for new and renovated construction projects.
3. Prepares cost estimates and ensures implementation does not exceed budget.
4. Serves as a liaison to outside contractors and internal administrators.
5. Attends pre-construction and progress meetings to discuss remodeling/renovation projects.
6. Prepares reports and analyses setting forth progress, adverse trends and appropriate recommendations or conclusions.

**Minimum Qualifications**
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the University of Mississippi’s Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate’s ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

- **Physical Exertion:** The incumbent may be required to lift up to approximately 50 pounds.
- **Vision:** Requirements of this job include close vision.
- **Speaking/Hearing:** Ability to give and receive information through speaking and listening.
- **Motor Coordination:** While performing the duties of this job, the incumbent is regularly required to walk; and occasionally required to stand; sit; use hands to finger, handle or feel objects, tool or controls; climb or balance; stoop, kneel, crouch or crawl; and reach with hands and arms.

**Experience/Educational Requirements:**

- **Education:** Bachelor's Degree in Computer Science or related field from a college or university.

  AND

- **Experience:** Two (2) years of experience related to the above described duties.

  AND

- **Licensure:** Must be able to obtain a valid driver’s license within the first thirty (30) days of employment.

**Substitution Statement:** Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

**Interview Requirements**
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

Rev. 05/06/2015

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