**P6: Level Standards**

**GENERAL ROLE**

This level is accountable for serving in a highly advanced capacity in an area of specialization. The advanced resource capacity must be distinct from the regular or most common provision of work within the area of specialization. Positions at this level are not reflective of the majority of the workforce, but instead the most advanced functions within an area of specialization.

Incumbents:

* Serve in a subject leader and consultative capacity within an area of expertise.
* Set goals and objectives for team members to meet project initiatives and standards.
* Distribute project work.
* Evaluate and monitor the accuracy, quality, quantity, and timeliness to meet project milestones and objects.

**INDEPENDENCE AND DECISION-MAKING**

*🡪 Supervision Receive*d

* Works under direction.
* Seeks approvals when significant changes to process steps are considered and additional resources for task completion are required.

*🡪 Context of Decisions*

* Decisions are driven by departmental policy and procedures.
* Incumbents understand the smallest details of an assigned area.

*🡪 Job Controls*

* Free to plan and carry out all phases of work assignments, including the oversight of project staff.
* Has the latitude to make daily operational project decisions.

**COMPLEXITY AND PROBLEM SOLVING**

*🡪 Range of issues*

* Issues are readily identified but cannot be understood and fixed in simple cause-effect terms.
* Variables affecting the problem are generally known.

*🡪 Course of Resolution*

* Utilizing an understanding of best practices and the way similar units run elsewhere, convincingly recommends, develops, and implements capital and process improvements to the area.

*🡪 Measure of Creativity*

* Problems require integrative solutions such as how technologies, processes, resources, and people all fit together

**COMMUNICATION EXPECTATIONS**

*🡪 Manner of Delivery and Content*

* Deliver statements and information in a combined persuasive and motivational fashion to subordinate staff, departmental and University administrators, and the campus community as a whole.

**SCOPE AND MEASURABLE EFFECT**

* Serve as a lead over major projects within a specific administrative/programmatic function or specialty area requiring specialized education.
* Actions regularly affect a department or an office-centric outcome with departmental impact.
* Actions generally have a direct impact on controlling such things as nature of work and scope of services.
* Actions may have high-risk financial, compliance, political or safety implications.
* Performance results tend to relate to efficiency, degree of waste/cost overruns, quality/continuous improvement, timeliness, resource allocation/effectiveness, etc.

**Job Template**

**GENERAL SUMMARY**

Coordinates telecommunications, network, and IT project development and implementation for primarily moderate to large architectural, engineering, and IT projects. Ensures adherence to project scope, design, schedule, and budget to meet University requirements.

**REPORTING RELATIONSHIPS AND TEAMWORK**

Works under the general direction of a supervisor or manager. Facilitates or leads project-specific teams of specialists and subject matter experts.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*The intent of this section is to list the primary, fundamental responsibilities of the job – that is, the duties that are central and vital to the role.*

* Develops project budgets and assists with appropriate capital budget requests.
* Accountable for all IT aspects of moderate to large building and utility renovations and installations.
* Conducts scope meeting with University and/or outsourced design professionals (e.g. Architects, Engineers) for University-administered projects.
* Prepares designs, plans, estimates, and writes specifications of projects within specialty area.
* Coordinates contract administration of minor projects from pre-construction design or bidding phase to construction completion and acceptance.
* Prepares and submits regulatory permits on assigned University projects, ensuring code compliance of all assigned projects related to construction management or facilities operations.
* Serves as a resource in matters regarding project scope, design, planning, budget, cost analysis, and regulatory compliance issues.
* Monitors the quality of work, safety, budget and timely completion of projects, in accordance with policies and priorities.
* Facilitates necessary communication and coordinates with University departments to ensure uninterrupted continuity during all project phases on matters related to department specific interests and scope of responsibility (e.g., parking, environmental concerns)
* Leads the work and activities of assigned staff, team members, subject matter experts, contractors, and vendors.
* Conducts research and analysis to develop plans and technical reports. Reviews and interprets technical, environmental, economic, and legal information.
* Maintains and verifies accuracy of documentation and administrative systems
* Performs related work as required.

**MINIMUM QUALIFICATIONS**

* Bachelor’s degree in related field
* Four years of experience in telecommunications infrastructure design, installation, testing and commissioning

OR

* Four years of related experience in lead role in the design, planning, estimation, specification and project management of telecommunication network /IT infrastructure
* Four years of experience in telecommunications infrastructure design, installation, testing and commissioning

**COMPETENCIES**

**Knowledge of:**

* Facilities and operating environment requirements for network and information technology
* Information technology and network infrastructure codes, standards, methods and procedures
* Project and construction management
* Building and professional codes
* Designing and building capital projects
* Microsoft Office and related software applications

**Skill in:**

* Planning and organization
* Troubleshooting
* Developing and maintaining effective and appropriate working relationships
* Critical thinking, problem solving and analysis

**Ability to:**

* Maintain accurate records and produces detailed reports
* Design and interpret blueprints and specifications
* Communicate effectively through both oral and written means
* Respect diversity and work collaboratively with individuals of diverse cultural, social and educational backgrounds
* Design drawings, write specifications, with details, and maintain shop records
* Maintain the confidentiality of information and professional boundaries
* Work independently to analyze available information, draw conclusions and understandings, and present such conclusions effectively to senior management