

To perform this job successfully, an individual must be able to perform the job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

TELECOMMUNICATIONS ENGINEER I

Department: Cable TV
Pay Grade: 690
FLSA Status: Exempt
Reports to: Cable TV Director
Effective Date: August 15, 2019

JOB SUMMARY

The Engineer I prepares clear, complete, and accurate detailed drawings related to the installation of new services or the upgrade of existing equipment. The Engineer I completes basic engineering tasks such as overhead and underground distribution line design, permits and applications, maintenance of Engineering files, records, drawings and other related technical support.

Essential Duties and Responsibilities:

- Performs field inspections of the telecommunications system.
- Designs distribution systems necessary to provide video and broadband services to residential and commercial customers.
- Assists with specifying pole and amplifier spacing; wire and cable sizes; guys and anchors; size, type and number of various components such as switches, routers, fiber optic nodes, amplifiers, taps, couplers and other related system components.
- Calculates pole loading in accordance with the latest NESC requirements.
- Assists with obtaining easements and deeds; makes required contacts with property owners for signatures.
- Verifies that equipment and installations comply with applicable code requirements and specifications.
- Surveys and stakes overhead and underground jobs as required.
- Assists in the troubleshooting and repair of equipment for both emergency and routine

operations.

- Meets with developers and individual customers to determine requirements for new services.
- Meets with customers to resolve potential issues and concerns.
- Works directly with the Safety Superintendent to implement safe work practices and procedures.

Other Functions:

- Attends professional and industry meetings and functions as required.
- Provides after hours support for emergencies and outages.
- During major outages, works directly with the Electric Operations Department to restore telecommunications to outage areas.
- Assists other departments as requested.

QUALIFICATIONS

Education and Experience:

Bachelor's Degree in Engineering from a 4 year accredited college or university.

Special Qualifications:

Must strive to obtain certification as a Cisco Certified Network Professional (CCNP), SCTE-ISBE certification, or other equivalent certification while a Telecommunications Engineer I.

Must possess or be able to obtain a valid driver's license within 60 days of employment.

Knowledge, Skills, and Abilities:

- Knowledge of CATV and Broadband systems.
- Knowledge of the National Electrical Safety Code (NESC) standards, Electronic Industry Association (EIA) standards, Telecommunications Industry Association (TIA) standards, Institute of Electrical and Electronics Engineers (IEEE) standards, National Electrical Code (NEC) standards, SCTE-ISBE Standards for Broadband Communications and Riviera specifications and material.
- Knowledge of current industry safety procedures and work practices.
- Knowledge of Riviera's Board Policies, Rules and Regulations.
- Computer skills with application knowledge of spreadsheet, database structures, AutoCad and word processing programs.
- Ability to read, analyze, and interpret common technical journals, financial reports, and legal documents.
- Ability to respond to common inquiries or complaints from customers, or members of the business community.
- Ability to effectively present information to customers.
- Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and other communication calculations.
- Ability to solve practical problems and deal with a variety of concrete variables in

situations where only limited standardization exists.

- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to deal with people beyond giving and receiving instructions such as in a team, supervisory, subordinate, marketing, or counseling situation.
- Ability to have regular and predictable attendance at work; availability for after-hours emergencies.

PHYSICAL DEMANDS

The work in the office is sedentary work requiring the employee to lift a maximum of 10 pounds with frequent lifting and/or carrying of objects weighing up to 10 pounds such as notebooks, small hand tools, and engineering test or measurement equipment. Field work can require the lifting of up to 50 lbs., assisting crews with physical installations and testing. Walking and standing are required constantly, as well as driving a number of different vehicles, with both standard and automatic transmissions. Additionally, the following physical abilities are required:

- Feeling: sufficient to perceive attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- Grasping: sufficient to apply pressure to an object with the fingers and palm.
- Handling: sufficient to pick, hold, or otherwise work, primarily with the whole hand.
- Hearing: sufficient to perceive the nature of sounds at normal speaking levels with or without correction; ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Kneeling: sufficient to bend legs at knee to come to a rest on knee or knees.
- Lifting: sufficient to raise objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Mental Acuity: sufficient to make rational decisions through sound logic and deductive processes.
- Reaching: sufficient to extend hand(s) and arm(s) in any direction.
- Speaking: sufficient to express or exchange ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- Talking: sufficient to express or exchange ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Visual Acuity: sufficient to observe violations of codes, to effectively operate standard office equipment; ability to read and write reports, correspondence, instructions, drawings, etc.; and to operate motor vehicles and/or heavy equipment, by both day and night.
- Walking: sufficient to move about on foot to accomplish tasks, particularly for long distances or move from one work site to another.

WORK ENVIRONMENT

The work environment is primarily that of an office job and the noise and temperature levels are moderate. The job may require visits to the field or to non-temperature controlled warehouses and other outside areas. Frequent jobsite visits and construction oversight makes up approximately 80% of the total work.

To perform this job successfully, an individual must be able to perform the job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

TELECOMMUNICATIONS ENGINEER II

Department: Cable TV
Pay Grade: 710
FLSA Status: Exempt
Reports to: Cable TV Director
Effective Date: August 15, 2019

JOB SUMMARY

The Telecommunications Engineer II researches and analyzes data to recommend system strategies and system projects. They prepare clear, complete, and accurate detailed drawings related to the installation of new services or the upgrade of existing equipment. The Engineer II completes basic Engineering activities such as overhead and underground distribution line design, permits and applications, easement acquisition, maintenance of Engineering files, records, drawings and other related technical support. They also assist in evaluating the system for capacity and drafting project proposals.

Essential Duties and Responsibilities:

- Performs field inspections of the telecommunications system.
- Designs distribution systems necessary to provide video and broadband services to residential and commercial customers.
- Specifies pole and amplifier spacing; wire and cable sizes; guys and anchors; size, type and number of various components such as switches, routers, fiber optic nodes, amplifiers, taps, couplers and other related system components.
- Coordinates and inspects contractor's work as it is performed to ensure compliance with specifications and applicable codes.
- Performs technical, economic feasibility, and other studies and research.
- Assists in evaluating the system for capacity, condition, and reliability to determine project

and system improvements.

- Drafts engineering project proposals to define goals, identify the scope, background and need, and ascertain cost of equipment, parts and services.
- Calculates pole loading in accordance with the latest NESC requirements.
- Obtains easements and deeds; makes required contacts with property owners for signatures.
- Verifies that equipment and installations comply with applicable code requirements and specifications.
- Surveys and stakes overhead and underground jobs as required.
- Assists in the troubleshooting and repair of equipment for both emergency and routine operations.
- Meets with developers and individual customers to determine requirements for new services.
- Meets with customers to resolve potential issues and concerns.
- Works directly with the Safety Superintendent to implement safe work practices and procedures.
- Keeps up to date on developments within the industry through reading, research, and training.

Other Functions:

- Provides after hours support for emergencies and outages.
- During major outages, works directly with the Electric Operations Department to restore telecommunications to outage areas.
- Attends professional and industry meetings and functions as required.
- Assists other departments as requested.

QUALIFICATIONS

Education and Experience:

Bachelor's Degree in Engineering from a 4 year accredited college or university and 3 years' experience in the telecommunications field providing support and design of broadband or HFC Networks or an equivalent combination of education and experience.

Special Qualifications:

Minimum of two years in successfully completing projects.

Certification as a Cisco Certified Network Professional (CCNP), SCTE-ISBE certification, or other equivalent certification.

Must possess or be able to obtain a valid driver's license within 60 days of employment.

Knowledge, Skills, and Abilities:

- Knowledge of CATV and Broadband systems.
- Knowledge of circuit processors, chips, electronic equipment, and computer

hardware and software, including applications and programming.

- Knowledge of the basics behind the Internet and its workings (DNS, DHCP, Security, IP Routing, HTTP, VPN, Email Routing, SPAM, etc.).
- Knowledge of operational and procedural aspects of computer systems, hardware, software and peripheral equipment.
- Knowledge of network server installation, configuration, maintenance and troubleshooting.
- Knowledge of a wide range of network systems, protocols and applications.
- Knowledge of administration of modern network server software, including network operating systems, web server software, server-based database management software and Windows Terminal Services.
- Knowledge of current industry safety procedures and work practices.
- Knowledge of the National Electrical Safety Code (NESC) standards, Electronic Industry Association (EIA) standards, Telecommunications Industry Association (TIA) standards, Institute of Electrical and Electronics Engineers (IEEE) standards, National Electrical Code (NEC) standards, SCTE-ISBE Standards for Broadband Communications and Riviera specifications and materials.
- Knowledge of Riviera's Board Policies, Rules and Regulations.
- Knowledge of business and management principles involved in strategic planning, resource allocation, production methods, and coordination of people/materials.
- Knowledge of budgeting and forecasting principles to manage projects.
- Computer skills with application knowledge of spreadsheet, database structures, AutoCad and word processing programs.
- Ability to read, analyze, and interpret common technical journals, financial reports, and legal documents.
- Ability to respond to common inquiries or complaints from customers, or members of the business community.
- Ability to effectively present information to customers.
- Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and other communication calculations.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to deal with people beyond giving and receiving instructions such as in a team, supervisory, subordinate, marketing, or counseling situation.
- Ability to have regular and predictable attendance at work; availability for after-hours emergencies.

PHYSICAL DEMANDS

The office work is sedentary work requiring the employee to lift a maximum of 10 pounds with frequent lifting and/or carrying of objects weighing up to 10 pounds such as notebooks, small

hand tools, and engineering test or measurement equipment. Field work can require the lifting of up to 50 lbs., assisting crews with physical installations and testing. Walking and standing are required constantly, as well as driving a number of different vehicles, with both standard and automatic transmissions. Additionally, the following physical abilities are required:

- Feeling: sufficient to perceive attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- Grasping: sufficient to apply pressure to an object with the fingers and palm.
- Handling: sufficient to pick, hold, or otherwise work, primarily with the whole hand.
- Hearing: sufficient to perceive the nature of sounds at normal speaking levels with or without correction; ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Kneeling: sufficient to bend legs at knee to come to a rest on knee or knees.
- Lifting: sufficient to raise objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Mental Acuity: sufficient to make rational decisions through sound logic and deductive processes.
- Reaching: sufficient to extend hand(s) and arm(s) in any direction.
- Speaking: sufficient to express or exchange ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- Talking: sufficient to express or exchange ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Visual Acuity: sufficient to observe violations of codes, to effectively operate standard office equipment; ability to read and write reports, correspondence, instructions, drawings, etc.; and to operate motor vehicles and/or heavy equipment, by both day and night.
- Walking: sufficient to move about on foot to accomplish tasks, particularly for long distances or move from one work site to another.

WORK ENVIRONMENT

The work environment is primarily that of an office job and the noise and temperature levels are moderate. The job may require visits to the field or to non-temperature controlled warehouses and other outside areas. Frequent jobsite visits and construction oversight makes up approximately 80% of the total work.

To perform this job successfully, an individual must be able to perform the job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

TELECOMMUNICATIONS ENGINEER III

Department: Cable TV
Pay Grade: 730
FLSA Status: Exempt
Reports to: Cable TV Director
Effective Date: August 15, 2019

JOB SUMMARY

The Telecommunications Engineer III serves as the project leader researching and analyzing data; developing system strategies; and preparing projects for implementation in the service area. They prepares clear, complete, and accurate detailed drawings related to the installation of new services or the upgrade of existing equipment. The Engineer III completes the more complex Engineering activities such as evaluating the system for capacity, analyzing system problems and needs, drafting project proposals, & developing long and short-term plans for the system. The position serves as the expert and lead Engineer related to telecommunications design and compliance.

JOB FUNCTIONS

Essential Duties and Responsibilities:

- Evaluates the system for capacity, condition, and reliability to determine needed projects and system improvements.
- Analyzes telecommunications problems and needs (e.g. interference, intelligibility, clarity, etc.) to determine the most appropriate means of reducing, eliminating and/or avoiding current and future problems and improving communications.
- Drafts engineering project proposals to define goals, identify the scope, background and need, and ascertain cost of equipment, parts and services.

- Develops long and short-term plans for updating equipment, adding capabilities, enhancing existing systems and providing improved telecommunications systems.
- Keeps up to date on developments within the industry through reading, research, and training.
- Performs field inspections of the telecommunications system.
- Designs distribution systems necessary to provide video and broadband services to residential and commercial customers.
- Specifies pole and amplifier spacing; wire and cable sizes; guys and anchors; size, type and number of various components such as switches, routers, fiber optic nodes, amplifiers, taps, couplers and other related system components.
- Occasionally supervises subordinate employees.
- Occasionally coordinates and inspects contractor's work as it is performed to ensure compliance with specifications and applicable codes.
- Perform technical, economic feasibility, and other studies and research.
- Calculates pole loading in accordance with the latest NESC requirements.
- Obtains easements and deeds; makes required contacts with property owners for signatures.
- Verifies that equipment and installations comply with applicable code requirements and specifications.
- Surveys and stakes overhead and underground jobs as required.
- Assists in the troubleshooting and repair of equipment for both emergency and routine operations.
- Meets with developers and individual customers to determine requirements for new services.
- Meets with customers to resolve potential issues and concerns.
- Works directly with the Safety Superintendent to implement safe work practices and procedures.

Other Functions:

- Attends professional and industry meetings and functions as required.
- Provides after hours support for emergencies and outages.
- During major outages, works directly with the Electric Operations Department to restore telecommunications to outage areas.
- Assists other departments as requested.

QUALIFICATIONS

Education and Experience:

Bachelor's Degree in Engineering from a 4 year accredited college or university and 5 years' experience in the telecommunications field providing support and design of broadband or HFC Networks or an equivalent combination of education and experience.

Special Qualifications:

Minimum of two years in successfully completing projects.

Certification as a Cisco Certified Network Professional (CCNP), SCTE-ISBE certification, or other equivalent certification.

Must possess or be able to obtain a valid driver's license within 60 days of employment.

Knowledge, Skills and Abilities:

- Knowledge of CATV and Broadband systems.
- Knowledge of circuit processors, chips, electronic equipment, and computer hardware and software, including applications and programming.
- Knowledge of the basics behind the Internet and its workings (DNS, DHCP, Security, IP Routing, HTTP, VPN, Email Routing, SPAM, etc.)
- Knowledge of operational and procedural aspects of computer systems, hardware, software and peripheral equipment.
- Knowledge of network server installation, configuration, maintenance and troubleshooting.
- Knowledge of a wide range of network systems, protocols and applications.
- Knowledge of the National Electrical Safety Code (NESC) standards, Electronic Industry Association (EIA) standards, Telecommunications Industry Association (TIA) standards, Institute of Electrical and Electronics Engineers (IEEE) standards, National Electrical Code (NEC) standards, SCTE-ISBE Standards for Broadband Communications and Riviera specifications and material.
- Knowledge of administration of modern network server software, including network operating systems, web server software, server-based database management software and Windows Terminal Services.
- Knowledge of current industry safety procedures and work practices.
- Knowledge of Riviera's Board Policies, Rules and Regulations.
- Knowledge of leadership principles and practices such as: authenticity, integrity, humility, motivation, communication, service, influence, recognition, collaboration, and innovation.
- Knowledge of business and management principles involved in strategic planning, resource allocation, production methods, and coordination of people/materials.
- Knowledge of budgeting and forecasting principles to manage projects.
- Computer skills with application knowledge of spreadsheet, database structures, AutoCad and word processing programs.
- Ability to use judgment and make sound decisions by considering the relative costs and benefits of alternative courses of action and choosing the most appropriate.
- Ability to read, analyze, and interpret common technical journals, financial reports, and legal documents.
- Ability to respond to common inquiries or complaints from customers, or members of the business community.
- Ability to effectively communicate with and present information to customers.
- Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and other communication calculations.

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; methodical and creative.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to deal with people beyond giving and receiving instructions such as in a team, supervisory, subordinate, marketing, or counseling situation.
- Ability to instruct, guide, and mentor inexperienced staff as needed.
- Ability to have regular and predictable attendance at work; availability for after-hours emergencies.

PHYSICAL DEMANDS

The office work is sedentary work requiring the employee to lift a maximum of 10 pounds with frequent lifting and/or carrying of objects weighing up to 10 pounds such as notebooks, small hand tools, and engineering test or measurement equipment. Field work can require lifting of up to 50 lbs., assisting crews with physical installations and testing. Walking and standing are required constantly, as well as driving a number of different vehicles, with both standard and automatic transmissions. Additionally, the following physical abilities are required:

- Feeling: sufficient to perceive attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
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- Visual Acuity: sufficient to observe violations of codes, to effectively operate standard office equipment; ability to read and write reports, correspondence, instructions, drawings, etc.; and to operate motor vehicles and/or heavy equipment, by both day and night.

- Walking: sufficient to move about on foot to accomplish tasks, particularly for long distances or move from one work site to another.

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The work environment is primarily that of an office job and the noise and temperature levels are moderate. The job may require visits to the field or to non-temperature controlled warehouses and other outside areas. Frequent jobsite visits and construction oversight makes up approximately 80% of the total work.