



Senior Communications Infrastructure Engineer (ITS) Job Description

JOB INFORMATION

Job Code:	165445
Job Title:	Senior Communications Infrastructure Engineer (ITS)
FLSA Status:	Exempt
Supervisory:	
Job Family:	Network Operations
Job Family Group:	Information Technology
Management Level:	7 Individual Contributor

JOB SUMMARY

Leads the planning, design, documentation, coordination, and scheduling of IT infrastructure delivery for voice and data services and repairs. Ensures ITS meets both current and future network needs across the university. Collaborates, coordinates, and consults with university departments, vendors, internal ITS teams, technicians, and analysts to deliver building communication needs and installation assignments for signal systems. Demonstrates ITS values in action.

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study	
X		Bachelor's degree		
	X	Bachelor's degree	Computer Science	Or
	X	Bachelor's degree	Computer Information Systems	Or
	X	Bachelor's degree	in related field(s)	

Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

Work Experience

Req	Pref	Work Experience	Experience Level	
X		5 years		
	X	8 years	in IT, infrastructure engineering, communication infrastructure, higher education, or related fields	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Proven experience with large-scale network implementations and upgrades, and ability to deliver reliable and quality network services.
X		Experience delivering solutions based on telecommunication industry standards (ANSI/ITA/EIA) and BICSI standards, and complying to state and local NEC and NFPA codes and standards.
X		Experience designing outside plant conduits and cable infrastructure systems in campus and/or urban environments, and with installation and maintenance of conduits, fiber optic- and copper cables.
X		Experience writing infrastructure specifications and technical documentation, creating network equipment diagrams, and collaborating with various technical resources.
X		Experience creating and editing telecommunication drawings, designing the layout of horizontal cable pathways, telecom rooms, and backbone infrastructure, and designing and deploying large enterprise cabling infrastructure.
X		Extensive experience with Word, Excel, Visio, MS project, E-builder Copper/Fiber and other relevant software and network testing tools.
X		Demonstrated experience supervising resources, assembling teams, assigning responsibilities in a project-based environment, and conducting budget and pricing activities for infrastructure cabling systems.
X		Excellent written and oral communication skills.
X		Experience reading, reviewing, and analyzing network construction drawings, and authoring standard project-specific documents, business and scope requirements and project proposal requests.
	X	Experience working with Bluebeam and/or AutoCAD software, and designing for an urban or campus environment.

Other Job Factors

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Plans installations, services, and repairs of university network assets, facilitating day-to-day operations and implementations and complying with internal ITS policies and procedures. Works closely with data and voice engineers, minimizing service disruptions and facilitating system maintenance and administration, releases, upgrades, and other environmental changes. Discovers and drives project requirements through outside plant-infrastructure surveys.				
Drives continuous improvements, ensuring university facilities are equipped to deliver reliable network service and can accommodate network assets. Establishes and refines guidelines for requirement-gathering and providing field services, and provides input on the communication infrastructure budget. Conducts planning and feasibility studies, supporting university capital planning and real estate departments in advance of construction and network asset acquisition. Provides consulting and technical support in incident, problem, and change management processes for all network-related issues.				
Responsible for engineering communications and underground infrastructure, aligning with organization standards and in compliance with BICSI, NEC, OSHPOD, and local and state codes. Acts as consultant and subject-matter expert (SME) for construction plans, providing support to university stakeholders and architects, electrical engineers and construction project managers. Develops and conducts regular status and performance reports, updating leadership and relevant stakeholders.				
Supports the network engineering team's vision. Maintains currency with technology, standards, and best practices, and supports process improvement efforts. Aids the cultivation of an inclusive environment and a culture of trust and transparency, sharing information broadly, openly, and deliberately. Actively embodies ITS values and behaviors (e.g., accountability, ethics, best-in-class customer service).				

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC’s policy at: https://policy.usc.edu/mandated-reporters/

<i>Campus Security Authority (CSA)</i>	<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC’s policy at: https://dps.usc.edu/alerts/clery/	No

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name	Signature	Date
Print Manager Name	Signature	Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.