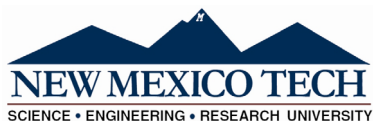


Posted: September 30, 2024



POSITION ANNOUNCEMENT

TITLE: MANAGER OF COMMUNICATIONS SERVICES

DEPT: ITC

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE \$81,120 - \$85,800

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

All regular positions also entitle the employee to several benefits including health, dental, vision, life insurance, and retirement which is largely paid by New Mexico Tech for the employee and dependents.

INTERNAL POSTING THROUGH: October 9, 2024*

CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

JOB SUMMARY:

Manage the daily operations, maintenance, installation, and repair of the NM Tech communications systems, including remote PBXs, associated software and equipment. Manage the daily operations, maintenance, installation, and repair of NM Tech owned outside plant facilities including copper, fiber, coax, conduit pathways, hand holes, utility tunnels, and aerial cables/fiber. Manage the daily operations, maintenance, and repair of the NM Tech fire safety systems, including fire detection and notification systems including central station and fire suppression systems (water based, dry/water based, Clean agent, FM 200, etc.). Work closely with various vendors and fire system subcontractors for installation, testing and maintenance. Develop schedules for required periodic testing and certification for each system to ensure adherence to NFPA 72, NFPA 25, and NEC codes and standards for installation, testing, maintenance, and repair. Work closely with and develop reports for Facilities Management, NM State Fire Marshal Office, and NM State Risk Management. Manage the daily operations, maintenance, installation, and repair of the NM Tech Intrusion Detection and Alerting Systems. Manage the daily operations, installation, and repair of the Video Surveillance systems. Manage the daily operations, maintenance, and repair of the NM Tech M Mountain Facilities on the East and West Peak. Including towers, shelters, backup generators, and associated outside plant (fiber/copper). Work with EMRTC to keep all roads maintained and passable. Installation maintenance, and repair of network (data, voice & video) cabling within NM Tech buildings. Work with Architects, Engineers, and planners to develop plans, budgets, and cost estimates for new work, remodel work/renovations to campus buildings and/or grounds to ensure all aspects of the work adhere to NPFA, NEC, BICSI, and NICET Codes and Standards.

JOB FUNCTIONS:

Manage university phone services. Includes design, installation, upgrade, and management of telephony on campus and remote sites.

Manage university fire safety systems. Includes detection/reporting, suppression systems, periodic testing and certifications. Develop and publish fire safety reports.

Manage Intrusion detection and video surveillance systems.

Manage outside plant. Includes facilities on/off campus, on mountain peaks, and includes towers, shelters, generators, fiber/coper cabling and RF communications.

Manage inside plant, including design, installation, maintenance, and repair of data, voice, and video cabling within university buildings. Works with architects, engineers, and planners to develop plans, budgets, timelines, and cost estimates for new construction and remodel/renovations.

REQUIRED QUALIFICATIONS:

Associate's degree or completion of program 18+ months after high school Computer Science, Information Technology or a related field and 4 years direct experience. Demonstrated supervisory skills. Knowledge of Avaya Enterprise PBX (or equivalent) systems. Knowledge of Fire Alarm systems, maintenance, programming, testing, and installation. Demonstrated ability to mark up architectural plans and work with architects/engineers to develop plans, budgets, and accurate timelines. Knowledge and ability to design, build, and maintain inside and outside infrastructure (copper, fiber, RF).

DESIRED QUALIFICATIONS:

Bachelor's Degree in Computer Science, Information Technology or a related field □ Directly applicable supervisory experience can be substituted for the educational requirement on a 2 for 1 basis.

LIFTING REQUIREMENTS:

(f)requently, (o)ccasionally, or (s)eldom

0 - 15 pounds	F
15 - 30 pounds	F
30 - 50 pounds	O
50 - 100 pounds	O
100 + pounds	S

PHYSICAL DEMANDS:

Standing 20%	Sitting 40%	Walking 20%	Pulling 5%
Pushing 5%	Lifting 2%	Stooping 2%	Kneeling 2%
Crawling 1%	Climbing 2%	Reaching 1%	Other

Apply to: nmtjobapps@npe.nmt.edu