



PUEBLO OF JEMEZ
JOB ANNOUNCEMENT
2024-086
INFORMATION TECHNOLOGY
JNET PROJECT SUPERVISOR

Position Title:	JNET Project Supervisor	Pay Level:	\$24.00 – \$36.00
Position Open Date:	11/19/2024 – Until Filled	Classification:	Exempt
Position Status:	Full-Time	Location:	Information Technology
Supervisor:	Education Director		

POSITION SUMMARY:

Responsible for managing and coordinating the Outside Plant work (field operations) relating to the construction and deployment of a “Fiber-to-the-Home” project to every residence within the Pueblo of Jemez. Work with JNET field personnel, consultants, equipment providers, subcontractors, and technical teams to execute the project according to the project design and plans.

This job description indicates, in general, the nature and levels of work, knowledge, skills, and other essential functions expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties required.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION & EXPERIENCE:

High school diploma
Telecommunications and/or Telecom Project Management experience, 5-7 years preferred, but not required.

REQUIRED CERTIFICATES, LICENSES TRAININGS, AND REGISTRATIONS:

New Mexico Driver’s License
Background Investigation

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made enable individuals with disabilities to perform the essential functions.

Able to lift and potentially carry items weighing up to 50 pounds. Able to routinely kneel, bend, crouch, and/or sit the floor for extended periods of time; vision to read printed materials and a computer screen, and hearing and speech to communicate in over the telephone and in person.

ESSENTIAL FUNCTIONS:

- Attend planning meetings as necessary with consultants, partners, and management.
- Assist with phased plan, which identifies and sequences the work needed to successfully complete fiber deployment for home installations.
- In collaboration with Project Director, Project Managers, and other partners, determine the resources (labor, materials, equipment, etc.) and criteria (locates, permits, safety needs, etc.) required to complete home installations.
- Coordinates with broadband team(s) to develop a schedule for project completion that effectively allocates the resources to the activities.
- Review the project schedule with all consultants, partners, and management as necessary; revise the schedule as required.
- Maintain effective communication with consultants, partners and management regarding the planning and scheduling of equipment, construction, fiber deployment and materials.
- Meet with team to review all aspects of the fiber deployment, construction plans, and phases of the project to support the timely completion of the home installs.
- In consultation with overall team, assign staff/teams with appropriate skills for the phased fiber deployment and outside plant construction.
- Manage field staff according to the established policies and practices of the organization.
- Ensure that all project personnel and/or other stake holders receive an appropriate orientation to the project.
- Coordinate with Project Manager on all final home installations and provisioning of equipment to meet timelines and specified deadlines.
- Provide oversight and coordination with JNET field personnel, contractors, JNET NOC personnel, and consultants, etc., to support overall fiber to home installations.
- Demonstrate a team focus, providing leadership, support and adherence to sound, ethical business practices.
- Monitor the progress of the phased fiber to home installations and adjust as necessary to ensure the successful completion of the project.
- Work with overall team to establish a communication schedule to update stakeholders including appropriate staff, tribal leadership, and community on progress of the project.
- Review the quality of the work completed with the JNET team on regular basis to ensure that it meets the project standards.

- Ensure all closing tasks are completed, fiber deployment, splicing, site clean-up final inspection and documentation.
- Provides effective management and utilization of labor, materials, and equipment resources, controlling costs within budget allocations.
- Proactively work with overall team to identify problematic design/construction elements and formulate solutions.
- Comply with all industry standards and safety regulations.
- Troubleshoot and resolve system issues efficiently and effectively.
- Monitor the performance and integrity of fiber optic networks.
- Ensure that the home installation deliverables are on time, within budget and at the required level of quality.
- Evaluate the outcomes of the fiber deployments as established during the planning phase.
- Participate in debriefings on completed project to track factors affecting successful project implementation, fiber deployment and home installations.
- Coordinate files with Project Director and Manager to ensure that all project information is appropriately recorded, tracked, documented, and secured.
- As needed, assist with preparing documentation for final invoice, financial reports and supporting documentation.
- Liaise with end-users, ensuring complete satisfaction with our services.
- Communicate effectively with community members to identify needs and evaluate solutions, supports and strategies to better support home broadband connectivity.
- Demonstrate a commitment to customer satisfaction and lasting client relationships.

REQUIRED KNOWLEDGE AND SKILLS:

- Ability to read and understand engineering drawings, blueprints, and technical documents for fiber deployment/construction to support home installations.
- Experience in the fiber optics industry, preferably in a supervisory role.
- Knowledge of fiber optic technology, procedures, and equipment.
- Strong leadership and team management skills.
- Strong communication and interpersonal abilities.
- Ability to make critical decisions under pressure.
- Attention to detail and a commitment to excellence.
- Proficiency in using fiber optic diagnostic tools, software, and other field communications.
- should be organized, able to make decisions and solve problems creatively and quickly, capable of multi-tasking, and be adaptable and creative in overcoming situations quickly.

To apply for the position posted, please apply as follows

Send;

Pueblo of Jemez Job Application

To;

humanresources@jemezpueblo.org

Or;

Pueblo of Jemez-Attention Human Resources Department

PO Box 100

Jemez Pueblo, NM 87024