



## Job Description

<b>JOB TITLE:</b>	Operations Manager		
<b>JOB GRADE:</b>	12	<b>REPORTS TO:</b>	Chief Executive Officer
<b>STATUS:</b>	Exempt	<b>LOCATION:</b>	Klamath
<b>ALL HIRING IS SUBJECT TO THE YUROK TRIBE'S HIRING PREFERENCE</b>			
<b>SALARY RANGE:</b>	\$79,913.60-\$104,270.40		

### **POSITION SUMMARY:**

Yurok Telecommunications (YTEL) is seeking a full-time Operations Manager responsible for: Radio Tower Site Management, Project Oversight, and staff Management ensuring the optimal operations of the YTEL communications systems and providing leadership in tower climbing safety and projects. This position will also provide day-to-day supervision for field technicians.

### **DUTIES AND RESPONSIBILITIES:**

1. Performs as the Operations Manager coordinating and leading activities and projects related to improvements, upgrades, and repairs to YTEL's fiber and wireless network (Yurok Connect) sites and towers, including HVAC, backup power, building & site facilities, and tower work.
2. Coordinates and oversees contractors and WYDOT staff with various projects related to system upgrades and expansion.
3. Combines efforts with YTEL executive staff for site acquisitions, leases, equipment purchase, asset tracking, and tower/site collocate requests.
4. Assists with the Program Training and Safety Coordinator, assuming the lead instructor role in tower climbing safety.
5. Oversees the operation of YTEL's fiber and wireless network for residential, government, and commercial customers.
6. Budget and maintain records ensuring all program staff remain compliant with approved policies.
7. Attend regional and national training and conferences in order to deliver instructional training and on-the-job training and encourage in-house expertise through "train the trainer" opportunities.
8. Performs the role of an Operations Manager, providing leadership and guidance to remote YTEL Field Technicians while coordinating resources with other agencies and partners as needed.
9. Supervises, trains, counsels, and directs immediate reports, subordinate supervisors, and program-wide technicians.
10. Ensure the 24/7/365 general health and functionality of the fiber and wireless networks and respond to system alarms; subject to call and/or on-call to oversee or perform YTEL network operational duties when needed, at all hours, no matter the weather conditions.
11. Performs other related duties as assigned.

### **EDUCATION/EXPERIENCE:**

1. High School Diploma
2. 12 years of progressive work experience (typically in Technical Operations) with acquired knowledge at the level of a Technical Operations Supervisor I.
3. Employees must be willing to acquire any special certifications or attend any training that is determined to be relevant or becomes required of the position in the future.
4. Candidates with equivalent combinations of education, training and experience will be considered.

**MINIMUM QUALIFICATIONS:**

1. Experience in Communications Site Management, Telecommunications, Information Technology, and/or Electronics.
2. Knowledge of Telecommunications, Information Technology, Electronics, or another closely related field.
3. Knowledge of communication fiber networks, site facilities, maintenance, and operations.
4. Knowledge of Federal, state, and local rules, regulations, and guidelines pertaining to the development, construction, installation, and operation of all types of voice and data communication systems.
5. Knowledge of tower climbing safety industry principles and procedures.
6. Knowledge of site planning and maintenance. Wireless systems acquisition practices applicable to telecommunications, including Requirements Development, Alternatives Analysis, Specifications, Contracting, Acceptance, and Project Management.
7. Recognition that to serve Yurok People one must know as much as possible about Yurok history, culture, and values.

**SUPERVISORY RESPONSIBILITIES:**

Performs the full range of supervisory duties and responsibilities. Plans work of subordinates based on priorities, nature of assignment. Develops work performance plans and evaluates performance of subordinates. Provides advice, instruction, and guidance to subordinates on work and administrative matters. Effects minor disciplinary actions and determines developmental training needs of employees.

**CONDITIONS OF EMPLOYMENT:**

1. All applicants are subject to YTEL's Drug and Alcohol Policy including pre-employment screening.
2. Valid state issued driver's license and/or the ability to obtain a California driver's license. Must be insurable on the Tribe's insurance policy.
3. Must pass a background investigation and fingerprint clearance.

**WORK ENVIRONMENT:**

The work environment temperature can fluctuate between 40-90 degrees Fahrenheit due to open doors and windows. The job will require inside and outside activities. There are many distractions, and the noise level can escalate.

**LANGUAGE SKILLS:**

Must have the ability to read, write and comprehend simple instructions, short correspondence, and memos. With ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization. Knowledge of Yurok language is preferred but not required.

**REASONING ABILITY:**

Apply common sense understanding to carry out instructions furnished in written, oral and/or diagram form. With ability to deal with problems involving several concrete variables in standardized situations.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is frequently required to walk, stand, use hands and fingers, handle, or feel. Employee will have prolonged periods of standing and constant movement. The employee must lift and/or move up to 50 pounds often.

**VISION REQUIREMENTS:**

1. Close vision (clear vision at 20 inches or less).
2. Color vision (ability to identify and distinguish colors).
3. Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).
4. Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

I, \_\_\_\_\_, (print name), acknowledge receiving a copy of this job description and understand the requirements. This job description’s duties, responsibilities and activities may change, or new ones may be assigned at any time with or without notice. I also understand that, as an employee, I am expected to perform my assigned duties, to read and abide by all Yurok Tribal laws, policies and procedures, vehicle usage, procurement, and any additional guidelines set forth by YTEL. I understand that any violations of all established policies and procedures may lead to disciplinary measures, up to and including termination. I understand that YTEL is committed to the philosophy that employment relationships are both personal and voluntary. Accordingly, employment at YTEL has no specific duration, and either the employee or the YTEL can terminate the employment relationship for any reason or no reason. This “at will” relationship exists between YTEL and all employees.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee #

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date