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| <h1>Human Resources</h1> <h2>Key West Site Technician</h2> | | |
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Full-time Exempt Position

Key West Site Technician

Job Description

Summary

The primary duties are to support the Site Manager in performing the operations and maintenance of the Satellite Communication Earth Station in Key West at the Joint Inter-Agency Task Force South (JIATF-S) facility providing communications system and data support to the sites listed in the MASS Performance Work Statement. This position works under the immediate supervision of the MASS Key West Site Manager. This position acts as a representative for TSS to Government personnel or their representatives on a wide range of disciplines. Good judgment is required to plan, prioritize and organize a diversified workload, support customer requests within contract limitations and recommend changes in practices or procedures.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Assist the Site Manager with the Key West Earth Station operations to include compliance with Operational Instructions (OI): OI-200, OI-205, OI-300, OI-400, OI-505, OI-605; and Operational Plan, SH PLN-001 Safety and Health Plan.
2. Perform periodic (daily, weekly, monthly, etc.) Preventive Maintenance inspections on Site equipment such as, but no limited, to C band 9.3 meter Andrew Satellite antenna, Comtech RF amplifiers and switches, Cisco routers, Juniper Network CTP circuit to packet platforms, Sunhillo Real-Time Interface & Conversion Item (RICI), Radar Data Analysis System (RDIS), PABX systems and record results in site e-log and maintenance tracking database.
3. Complete required Contract Data Requirements List (CRDL) reports timely and accurately.
4. Ensure compliance with all local, State, and Federal environmental laws.
5. Inspect and document incoming and outgoing shipments for damage and accuracy of shipping documentation.
6. Support special projects as required.
7. Provide timely and accurate responses to ACC AMIC inquiries regarding the current state of a project or immediately route the inquiry to the Site Manager and Operations and Maintenance Manager at the Program Management Office.
8. Maintain open and frequent communication with all functional areas of the Program Management Office.

Competency or position requirements

1. Attention to detail and thoroughness.
2. Knowledge of MS Office programs to include at a minimum MS Word, Excel, and Power Point.
3. Knowledge on the use of test equipment such as Spectrum Analyzers, Power Meters, etc.
4. Understanding of basic networking protocols and IP addressing.
5. Skill in both verbal and written communication in English.
6. Skill in establishing and maintaining effective working relationships.



7. Ability to lift a minimum of 50 pounds.

Supervision Received

This position is a direct report to the Key West Site Manager.

Education and Experience

Associate degree or 3 years of related experience

Physical Factors

This position is located in Key West, FL. The primary office is in an indoor nonsmoking facility, with several equipment vans.

Working Conditions

This position requires regular interface with JIATF-S which will include communication and action on a 24-hour/7-days per week schedule. During non-duty hours there is a 1-hour response time for arrival on site to perform emergency corrective action.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

TSS is an Affirmative Action, Equal Opportunity Employer
Telecommunication Support Services, Inc. has the right to alter or terminate this policy at its discretion.



Document History

Note: See SharePoint document history if this page is blank.

Revision History

| Revision Date: | Revision Number: | Description of Revision: | Author: |
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| 04/24/2013 | 00 | Initial Document | Debbie Syintsakos |
| 06/28/2021 | 01 | Revised | Tim Nolan |

Approvals

This document requires following approvals:

| Name: | Title: | Date: |
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