

Employee Requisition Form

Position to Be Filled: Telecom – AV Manager

Purpose: Provide exemplary customer service to the Guests of the Tachi Palace Hotel & Casino by testing, analyzing, repairing, and install telephone and audio video systems.

Required Qualifications / Essential Duties:

- Telephone administration and/or coordination of moves, adds, or changes on telephone system.
- Perform and/or coordinate regular system backups, reboots, patch upgrades, maintain tape logs and/or backup drives, and rotations on the telephone system and adjunct systems where applicable.
- Monitor systems capacity and plan appropriate capacity upgrades with management. Schedule and oversee equipment and software upgrades.
- Maintain a trouble ticketing system and track chronic problems. Track system troubles, station troubles, and trunking problems; as well as other undetermined troubles. Work with maintenance providers (i.e. NEC, local RBOC's and Verizon-business and other vendors) to resolve problems.
- Perform necessary cross connects, maintain MDF and IDF's and work with appropriate cabling contractors for moves, adds, and changes.
- Provide support for analysis, planning, implementation, and project management of telecommunications services pertaining to telephone and adjunct systems, applications and services.
- Minimum 3 years of supervisory experience
- Bachelor's Degree (B.S.) or five to seven year's of previous experience or equivalent combination of experience and education within the audio/ telecommunication industry
- Knowledge of transmission, broadcasting, switching, control, and operation of telecommunications systems
- Knowledge of electric circuit boards, processors, chips and computer hardware and software including applications and programming
- Proficient in the usage of tools related to the audio/telecommunication industry
- Must be able to read sketches and blueprints
- Must be able to distinguish colors
- Knowledge of occupational hazards and safety procedures
- Knowledge and experience with hand tools and mechanical equipment

Reports To: Director of IS

Starting Rate of Pay: D.O.E

Approximate Hours: 40 hours plus

Date Needed: ASAP

Filling Deadline: Open Until Filled

Recruitment Representative

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Date Posted