

NAVAJO TRIBAL UTILITY AUTHORITY  
AN ENTERPRISE OF THE NAVAJO NATION

JOB ANNOUNCEMENT

**ANNOUNCEMENT NO:** HQ-42-11-983  
**TITLE:** TELECOM SUPERVISOR (MICROWAVE) -EXEMPT  
**SALARY:** Depending on Experience & Qualifications w/Excellent Benefits  
**LOCATION:** Communications Group Department - Ft. Defiance, Arizona  
**OPENING DATE:** April 12, 2011  
**CLOSING DATE:** Open Until Filled



**MINIMUM QUALIFICATIONS REQUIRED:**

- Bachelors Degree or equivalent work experience in engineering or related telecommunications field
- 4-6 years experience in Microwave Telecommunications or related engineering
- Knowledge & understanding of microwave testing equipment.
- Knowledge of all aspects of microwave operations as defined by performance and maintenance of equipment and electronics operating parameters.
- Knowledge of microwave products and services
- Knowledge of microwave construction practices, specifications and operation & maintenance standards.
- Valid Driver's License required (subject to motor record review).
- Proficient in MS Office Suite (Word, Excel, MS Access based databases, and PowerPoint).

**JOB RESPONSIBILITIES AND PERFORMANCE OBJECTIVES**

- Works closely with division and customers to identify needs, align strategies, develop plans and execute to meet these needs and expectations.
- Provide technical support and direction regarding new or existing technologies, operational standards, and staff development.
- Assures work orders are scheduled and completed.
- Develops scope of work for capital projects and generate project and budgetary estimates.
- Coordinate preparation of the capital and operating budget process and monitor activity throughout the year to ensure capital and operating expenses are controlled according to the budgeted plan.
- Negotiating with contractors and vendors to achieve bids within budget.
- Monitor and review system material management procedures, inventory control, safety-training program and security to insure compliance with standard operating procedures.
- Ensure the training and development of new and existing employees.
- Ability to manage multiple, concurrent and complex tasks.
- Provides documentation, reports, and information to supervision or project manager as directed.
- Assures all rules and regulations of FCC including licensing and relicensing, frequency coordination, filing, and maintenance of records are available.
- Ensures safety practices are observed.
- Maintain records are required.
- Performs other duties as assigned or requested.

**TO APPLY:** The following documents must be entirely completed to be considered for employment:

- ✓ NTUA Employment Application
- ✓ Authorization for Release of Information form
- ✓ College Transcripts

Submit documents to Human Resources, PO Box 170, Fort Defiance, AZ 86504. The completed NTUA Employment Application, Authorization for Release Form and College Transcripts must be received by NTUA. For inquiries, call (928) 729-5721 or to apply online, please visit our website @ [www.ntua.com](http://www.ntua.com).

\* The selected candidate must successfully complete a pre-employment drug test, background check and physical examination.

***NTUA'S Mission: "To provide Safe & Reliable services to our customers that exceeds their expectations."***  
**Navajo Preference**

NTUA reserves the right to determine whether an applicant possesses "necessary qualifications" as defined under the Navajo Preference in Employment Act