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# Example of Communications Engineer Job Description

Our innovative and growing company is hiring for a communications engineer. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for communications engineer

* Administration and management of the PBX systems utilizing the USCIS Nationwide Telecommunications Management System
* Coordinate with multiple service providers (local TELCO, PBX venders) to resolve system failures and to support installations
* Resolve Remedy trouble calls transferred from the USCIS Service Desk
* Maintain all requests for assistance and the corrective actions taken to resolve user problems using the Remedy system
* Assist with, and/or perform hardware and software installations as required for voice communication systems in coordination with OIT, Infrastructure Engineering and Implementation Organization OIT ADT Support
* Manage user installation and relocation requests at new facilities, in accordance with IMAC (Install/Move/Add/Change) processes and procedures
* Password reset – within the Hour
* 1-20 users same Business Day
* 20-40 users 2 Business Days
* Relocation or MACS greater than 40 users should be completed within 3-5 Business days

## Qualifications for communications engineer

* Working knowledge of DOD STIG requirements
* Use of standard office applications Word, Excel, PowerPoint, Visio, Project, Outlook
* Experience with managing and supporting NetApp storage arrays
* Power Supplies & UPS
* Candidate must be proficient in Microsoft computer skills Excel, Power Point, and Word, Outlook and Visio
* Proficiency in computer analysis and simulation tools (e.g., MATLAB, STK, Labview, OPNET)