

# JOB DESCRIPTION

Reference Job #IS-13

Ministry: Attorney General  
Branch: Information Technology  
Location: Victoria

Working Title:  
Level:  
Classification:

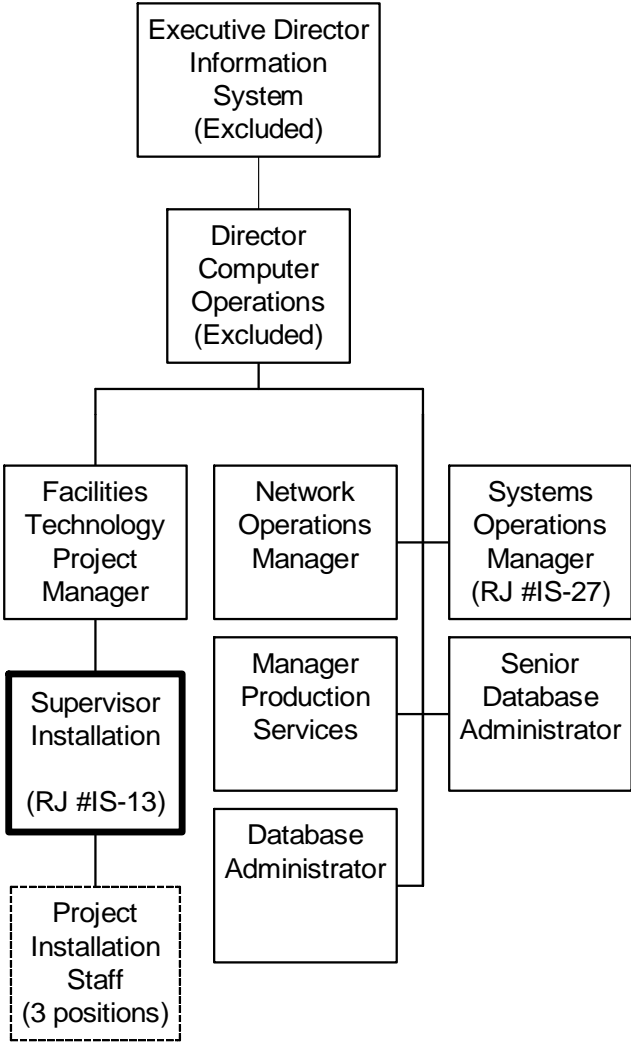
**Supervisor, Installation**  
Range 21  
Information Systems

## PRIMARY FUNCTION

To assist with the planning, and to lead the implementation and commissioning of all ministry projects, office reorganizations, optimizations and relocations involving facilities requirements including cabling, site installations, data and telecommunications needs, and software/hardware installations and upgrades.

## JOB DUTIES AND TASKS

1. Assists with the planning, and leads the implementation and commissioning of ministry projects, office reorganizations, optimizations and relocations involving facilities requirements
  - a. participates with Business Managers in identifying and evaluating risk and success factors
  - b. identifies, estimates and schedules project activities and resource contingencies and consolidates into a facilities installation project plan
  - c. receives, completes, forwards and tracks all data communication and telecommunication service requests
  - d. determines solutions to telecommunication issues in consultation with operating groups and central systems agency
  - e. varies ministry wiring, product and other technology applications within established standards
  - f. works with Business Managers to compile budget estimates for facilities components of projects
2. Directs the work of ministry and contract resources involved in facilities installation projects
  - a. receives and processes requests for service requiring cabling, adapters, patch cords and other hardware
  - b. drafts specifications and quotations for cabling work
  - c. assigns, monitors and examines work of project staff (3 FTEs) performing installations
  - d. dispatches and coordinates the work of installation contractors or ministry personnel assigned to projects
  - e. logs and tracks work requests and resolves outstanding issues with clients
  - f. performs quality assurance for facility projects including assessing work done by ministry staff and contractors
  - g. negotiates installation contracts and provides financial estimates for future purchases of hardware/software up to \$1.0 million dollars
  - h. coordinates and examines the installation of computer cabling, electrical work, hardware, software and peripherals for facilities projects (i.e. new court houses)
3. Performs other related duties
  - a. assists with Help Desk open alerts by resolving end user problems
  - b. maintains and updates technical documents on pinouts, cabling and adapter specifications for all ministry supported hardware/software
  - c. maintains and ships an inventory of cabling accessories as required
  - d. uses penta-scanner and meters to troubleshoot installation problems



## REASON FOR CLASSIFICATION

Reference Job #IS-13

Job Title: Supervisor, Installation

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p><b>JOB KNOWLEDGE</b>            Understand the principles of electronics and computer science to interpret blueprints and coordinate the installation of information technology such as cabling, hardware/software, and data/telecommunications into ministry facilities projects; assess business requirements to draft contract specifications, estimate facilities budget and develop installation project plans; commission contractors or ministry project teams and document pinout, cabling and adapter specifications.</p>	G	250
2	<p><b>MENTAL DEMANDS</b>            Judgement to apply structured study and analysis of data relating to client requirements and choose an approach using a combination of accepted procedures to coordinate installations of cabling, hardware/software and data/telecommunications for ministry facilities projects; and interpret ministry wiring, product and other technology standards for contractors or project teams.</p>	F	175
3	<p><b>INTERPERSONAL COMMUNICATIONS SKILL</b>            Persuasion required to use basic negotiation skills to reach agreement on installation contract terms with contractors.</p>	D	45
4	<p><b>PHYSICAL COORDINATION AND DEXTERITY</b>            Moderate coordination and dexterity required to use tools and testing equipment such as penta-scanner and meters to troubleshoot systems installation problems.</p>	C	15
5	<p><b>RESPONSIBILITY FOR WORK ASSIGNMENTS</b>            Guided by general systems policies and electronic cabling, product and technology standards, applies accepted work methods in a different way to coordinate and direct cabling, hardware/software and data/telecommunications installations, varies wiring and installations within established standards, make recommendations on cost effective solutions that meet business needs.</p>	E	120
6	<p><b>RESPONSIBILITY FOR FINANCIAL RESOURCES</b>            Significant financial responsibility to perform financial estimates for future purchases of hardware/software up to \$1,000,000 requiring subject matter knowledge.</p>	E	33
7	<p><b>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION</b>            Considerable responsibility to coordinate and examine the installation of computer cabling, electrical work, hardware, software and peripherals for facilities projects.</p>	E	33

## REASON FOR CLASSIFICATION

Reference Job #IS-13

Job Title: Supervisor, Installation

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	<b>RESPONSIBILITY FOR HUMAN RESOURCES</b> Responsibility to assign, monitor and review work of ministry project staff (3 FTEs) performing installations.	CD	14
9	<b>RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS</b> Limited care and attention to drive a light vehicle occasionally to other work sites.	B	10
10	<b>SENSORY EFFORT/MULTIPLE DEMANDS</b> Focused sensory concentration to frequently scrutinize blueprints and electrical drawings while implementing facilities installations.	C	12
11	<b>PHYSICAL EFFORT</b> Relatively heavy physical effort to occasionally lift and carry heavy computer equipment and cabling.	D	18
12	<b>SURROUNDINGS</b> Exposure to regular overnight travel when coordinating and examining facilities installations.	B	4
13	<b>HAZARDS</b> Limited exposure to hazards from frequent keyboarding while developing facilities installation plans and documenting pinout and cabling specifications.	B	4

**Total Points: 733**

**Level: Range 21**