

ITPM -- Circuit Actions

Intelligent Technology, LLC, a Wood River Federal company, is seeking an ITPM-Circuit Action to manage a full-scale networking services project for multiple customers worldwide. The project encompasses design, analysis, testing, implementation and installation, site acceptance testing, and project management for network engineering efforts at all network levels. *This job is contingent upon contract award.*

Job Duties:

- Manage and track the status of communications circuits.
- Review customer Web Orders/Requests for Service (RFS) to order, change, discontinue, upgrade, or downgrade circuits.
- Monitor/provide quality control and guidance for Web Orders/RFS submitted. As required, submit requests to correct errors in circuit actions documents (i.e., Telecommunications Service Requests (TSR) and Telecommunications Service Orders (TSO)).
- Communicate with customer to clarify any ambiguities in the Web Orders/RFS.
- Enter Web Orders/RFS into the DISA website.
- Identify, track, and coordinate shipment of components with Node Site Coordinators to facilitate completion of requested circuit action.
- If required, coordinate the return shipment of components being removed from circuits discontinued.
- Maintain a Circuit Actions Tracker in a format approved by the Government that reflects current and projected long-haul communications requirements for supported sites/bases.
- Brief status of circuit action requests/requirements for Peer Review, through attendance at weekly meetings and out-of-cycle via e-mail, as required.
- Provide technical expert support on circuits/circuit actions as requested by the Government.

Skill Requirements:

- SECRET security clearance required.
- Network+ Continuing Education with three (3) years of relevant professional experience in circuit actions/long-haul communications OR ten (10) years of experience in Air Force Circuit Management.