

# Job Description

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## Fiber Optic Instructor – Tier II

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### Basic Function

Instruct, update course material and maintain proficiency in a wide variety of fiber optic courses and all associated connectors, cabling, tooling, inspection and test equipment to deliver a performance based course in a variety of fiber optic disciplines.

### Responsibilities

1. Responsible for all of the duties associated with being a fiber optic trainer. These responsibilities include but are not limited to the following:
  - Maintain qualification to instruct NAVSEA Certified training in accordance with NAVSEA STD Item 009-123.
  - Maintain qualification to instruct the Navy's A-670-0063B Fiber Optic Maintenance COI.
  - Ensure each student has the proper tools and material to perform their assigned tasks.
  - Make sure the test equipment is operational and all peripheral equipment is in good repair and available to train.
  - Maintain a valid passport and be available to travel both INCONUS and OCONUS.
  - Meet department performance goals on all evaluations
  - Assist in developing marketing plans and strategies for the training department.
  - Assist with the analysis, development and maintenance of training courses in support of existing curricula.
  - Prepare and deliver new training materials as course updates demand to remain current in the latest standards.
  - Prepare and deliver modifications to existing training materials as updates to standards become available.
  - Maintain all ETA exams and testing material
  - Receive two semi-annual performance evaluations and one LSO annual performance evaluation as outlined in CSCSINST 1540.1B.
  - Review all student end-of-course critiques and take action on any training deficiencies or student concerns.
  - Evaluate and discover new training opportunities
  - Submit weekly instructor time sheets to the Training Manager
  - Submit all travel expense reports upon completion of travel to the Training Manager
  - Maintain ETA Administrator and ETA FOI and FOT certificates
  - Develop custom quotes for customers
  - Make customer visits
  - Assist with Field Services and SRC Department as time permits to maintain instructor competencies
  
2. Operates standard office equipment efficiently:
  - multi-line telephone
  - calculator
  - computer with printer
  - overhead projector
  - facsimile machine
  - photocopy machine
  - lamination machine
  - smart board

3. Operates the following computer programs:

- Outlook
- Internet Explorer
- Word
- Excel
- Power Point
- Access

4. Perform other related duties as assigned.

### **Skills**

Interpersonal Skills  
Oral Communication Skills  
Written Communication  
Reading Skills  
Customer Relations  
Facilitator

Math Aptitude  
Organization  
Multi-Tasking  
Planning  
Time Management  
Good Hand-Eye Coordination

Keyboard Skills  
Team Player  
Attention to Details  
Computer Literacy  
Professionalism

### **Education/Training**

Degree: Associate of Science Degree

NEC 9502 with minimum of 1 years teaching experience or 5 years fiber optic experience as a field service technician or instructor for a company or community college.

### **Experience**

Prior military instructors experience and shipboard fiber optic field service experience is a plus. Five years of experience as a fiber optic installer, maintenance technician, or supervisor with responsibility for teaching fiber principles to others in a journeyman level training environment. Must have at least one (1) year of experience as an instructor in a Navy Training Environment, to include curriculum maintenance, writing learning objectives, preparing test items, evaluating instructional materials, develop power points and council students on academic learning problems. (9502 or 9503 NEC) Know how to formulate and maintain a budget. "Hands-on" person who is able to multi-task, prioritize, and has excellent use of the English language. Must be able to work unsupervised, have good phone skills and is knowledgeable in fiber optic theory, testing and tool kits. Have a working knowledge of MIL-STD 2042, MIL-STD 2052, NEC, EIA/TIA and ETA standards. Must be able to travel and obtain a passport for foreign travel. Must be able to maintain a Secret security clearance and obtain a valid Common Access Card (CAC).

### **Salary/Benefits:**

Salary commensurate with experience. Excellent benefits include health, dental, vacation, sick leave, profit sharing, 401K, etc.

Submit resume to President and CEO of KITCO Fiber Optics via fax (757-518-9700) or email [employment@kitcofo.com](mailto:employment@kitcofo.com).