

HunTel Engineering Outside Plant Engineering Technician Job Description Summary

JOB SUMMARY - Perform in the field staking, construction observation and general daily reporting duties on telecommunication networks for various HunTel Engineering clients over a 5 state area. Represent HunTel Engineering professionally to the customer, contractor, and general public. Maintain a safe environment while working along public roadways and highways.

KEY RESPONSIBILITIES

- Design and stake communications networks (Telephony / CATV)
- Observe Communication Network Construction Projects
- CAD Mapping Projects
- Perform Other Related Duties as assigned

JOB DUTIES

- Stake project, draw staking sheets and other related construction drawings and diagrams related to the project.
- Contact county, government, railroad and private land owners as needed/required for public ROW, under crossing permits, railroad permits and private easements.
- Compile information needed for public ROW, under crossing permits, railroad permits and private easements needed to complete construction project and work with ROW Agent to assure timely completion of easements and permits.
- Tabulate construction units for project, forward tabulation to office staff and perform in field negotiations as needed.
- Organize and update project black folder.
- Inventory project materials with assistance from construction superintendent to ensure proper amounts and types of materials.
- Perform pre-installation acceptance tests and when necessary verify that contractor performs acceptance tests that are required.
- Observe construction crew(s) to ensure adherence to construction contract or any other binding agreement - Communicate project status and needs to OSP Engineering Supervisor.
- Update staking sheets, maps and other related drawings and diagrams to reflect "as-built" status based on established guidelines.
- Ride Clean-up on project to verify construction is complete and meets contract guidelines or other binding agreements.
- Perform as-built acceptance tests using established guidelines.
- Verify unit tabulation, forward to OSP Engineering Supervisor or Project Leader.
- Perform CAD mapping duties using detail required by client including inventory of plant and land basing.

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QUALIFICATIONS

Required:

- High School Diploma.
- Ability to professionally represent HunTel Engineering "on site" with customers, construction companies, private citizens and other local, state and federal officials.
- Knowledge of outside plant telephony practices and procedures
- Ability to use and understand maps, staking sheets, computer printouts, blueprints and other drawings and diagrams.
- Skill required to draw and update maps, staking sheets and other various drawings and diagrams.
- Ability to work as a team player, or work independently to reach a goal.
- Must maintain a safe environment for all personnel on the job site. Job site consists of public roadways and highways. High power line may exist in the area.
- Ability to use or operate various hand tools, cable locator, measuring wheel, electronic foot meter, volt ohm meter and various fault finding test equipment.
- Ability to work in an outdoor environment of extreme heat and cold 95% of the time.
- Must be willing to be away from home on the job site 95% of the time.
- Must be willing to work out of the state when required. May require Sunday travel to start work Monday mornings.
- Able to communicate with customers and associates in a professional and courteous manner.
- Working out of the Blair, NE office.

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ESSENTIAL FUNCTIONS

- Ability to work a minimum of 40 hours per week to accommodate a daily work schedule with established start times.
- Ability to be physically on-site for work at the office or customer facilities.
- Ability to present, communicate, and dress in a professional manner for conducting business with clients.
- Ability to work in a team environment exhibiting a positive and professional attitude and attire.
- Must be able to work additional hours in evenings and on weekends to meet project deadlines or for client critical support resolution(s).
- Ability to work and communicate effectively and in a professional manner with coworkers and clients.
- Ability to demonstrate manual dexterity to effectively utilize a personal computer keyboard or similar device.
- Ability to view information on a computer monitor, as well as any paper supplied business / technical specifications, documents and manuals.
- Ability to work in an open office design with minimal personal privacy while maintaining a clean work space.
- Ability to work on the phone with client for up to two-hour segments.
- Ability to travel on short notice as required for business, including by car, train, tram/bus and air.
- Ability to climb ladders.
- Ability to climb stairs.
- Ability to lift and carry up to 50 pounds.
- Ability to drive long distances.
- Regular, reliable attendance.