

## POSITION PROFILE

<b>POSITION:</b> Assistant OSP Field Engineer	<b>DEPARTMENT:</b> Engineering
<b>CUSTOMARY WORK HOURS:</b> 8:00 a.m. to 4:30 p.m.	
<b>CUSTOMARY WORK DAYS:</b> Monday - Friday	
<b>SALARY GRADE:</b> Engineering Support Schedule III	<b>STATUS:</b> Non exempt
<b>REPORTS TO:</b> Engineering Manager	

## POSITION SUMMARY

The OSP Apprentice Field Engineer is accountable for collecting field data related a specific project or task including existing telephone facilities, power facilities and related pole information, as well as any geographic information required to design and build a work order including verification of existing plant as needed. Engineering outside plant facilities to meet customer demands for service while complying with RUS specifications and occasional inspection of work orders and contract construction.

## PRINCIPAL ACCOUNTABILITIES

### DAILY

- Verification of existing aerial/buried telephone plant and structures.
- Verification of existing aerial/buried power facilities, CATV, or other utilities facilities located in project area
- Verification of related pole data, size, class, down guys, anchors, and attachment heights.
- Verification of pedestals, cross connects, electronic sites
- Verification of existing telephone plant, including copper/fiber cable size, pair count/fiber count.
- Use of electronic equipment to show pictures/video of entire project site including pole pictures showing all attachments
- Compile cable span information using range finder
- Locate existing telephone facilities using cable locator
- Verify property information, private/public, address
- Engineers, stakes and develops plans and specifications for customer service drops and routine outside plant cable extension facilities, including applicable RUS specifications.
- Identification of required permits: i.e. state, county, federal, private and railroad, etc.
- Assists and/or inspects projects in progress for compliance with RUS specifications
- Assists and/or inspects completed projects and as-built packages
- Assists and/or inspects open trenches for correct depth
- Assists and/or final inspect work orders completed by contractor crews.
- Proactive involvement in the Company's Safety Program, including compliance with all rules and regulations, and for continuously practicing safety while performing their duties

### PERIODIC

- Prepares weekly project status reports forwarded to Engineering Manager
- Prepares drawings and unit summary for assigned project
- Actively interfaces with customers concerning service order requirements
- Reviews and makes contact with customers on complaints resulting from contractor work order activity
- Review cable acceptance tests and completing test results sheets
- Other work functions as required by supervisor or manager
- List of principal accountabilities is not exhaustive and may be supplemented as necessary

## KEY PERFORMANCE FACTORS

### ACHIEVING RESULTS

- Applies knowledge of the job. Applies knowledge to new or challenging situations
- Applies technical skills (includes applying existing skills in new or challenging situations)
- Accepts responsibility for and follows through on tasks, assignments, and other responsibilities in a timely manner
- Meets departmental standards for productivity (rated on the basis of work accomplished to volume of work)
- Performs duties with accuracy, thoroughness, attention to detail, and neatness
- Sets challenging, but realistic goals
- Holds self accountable for individual results
- Monitors quality of his or her work (e.g., double-checks the accuracy of information or work product; checks to ensure that procedures are followed)
- Takes actions to solve a problem or overcome an obstacle to achieving results
- Makes specific changes in work processes or own work methods to improve performance (e.g., does something better, faster, at lower cost, more efficiently; improves quality, customer satisfaction, morale, revenues)
- Performs work in a safe and healthful manner and in accordance with the Company's Safety Program

### PROACTIVITY

- Recognizes tasks, activities, assignments to be done and completes them without specific directive or actively seeks new duties or challenges
- Offers one or more ideas to improve work processes or departmental productivity. Initiates actions to address an anticipated problem or obstacles. Actions are within the constraints of respective authority
- Has the ability to seek information from a wide variety of sources concerning a problem or issue affecting a specific project or department as a whole

### TEAM ATTITUDE

- Expresses the belief that others are fully capable of contributing to the work process and being effective when given the chance
- Participates willingly in departmental or work group decisions. Demonstrates commitment to achieving departmental goals by assisting others, even if the task is not a part of their primary roles and responsibilities
- Shows respect for other's intelligence by appealing to reason
- Genuinely values others' input and expertise and is willing to learn from others (including supervisors, peers, and subordinates)

### ORGANIZATIONAL COMMITMENT

- Respects the ways things are done in the organization and does what is expected (e.g., dresses appropriately, presents the Company in a positive light). Follows Company policies and procedures
- Respects and accepts what management sees as important
- Maintains attendance in accordance with Company guidelines and is consistently punctual
- Makes choices and sets priorities to meet Company's needs
- Cooperates with others to achieve organizational/departmental objectives
- Publicly acts to fit the Company's mission

### FLEXIBILITY

- Understands other people's point of view
- Able to shift easily from one task or focus to a different one
- Willing to change ideas or perceptions based on new information or contrary evidence
- Decides what to do based on the situation (e.g., acts to fit the situation or person)

### SELF-MANAGEMENT

- Demonstrates an ability to handle stress on the job (e.g., able to multi-tasks, prioritize)
- Controls own strong emotions, such as anger or extreme frustration. Remains calm in stressful situations, addressing difficult problems one at a time

- Remains productive under stress. Deals with stress directly and does not allow stress to weaken one's ability to complete a task or interact effectively with others

#### CUSTOMER SERVICE ORIENTATION (internal and external)

- Gives friendly, cheerful service
- Follows through on customer inquiries, requests, complaints
- Keeps customer up-to-date about progress of projects (but does not probe customer's underlying issues or problems)
- Maintains clear communication with customer regarding mutual expectation, monitors customer satisfaction

### **PHYSICAL REQUIREMENTS**

- Possesses the ability to speak clearly and understandably and hear communications by telephone and in person
- Possesses fine and gross manipulation skills
- Possesses grasping and power grip abilities
- Must have good vision (with correction)
- Must be able to sit for prolonged periods of time
- Must have ability to stand, sit, squat, bend, kneel, twist, crawl, Reach, lift, balance, carry, push and pull to accomplish daily tasks associated with requirements of the position
- Must be able to perform job duties and responsibilities in all types of weather, ranging from extreme heat to cold, including rain and snow
- Must have the ability to walk and negotiate rough terrain while carrying necessary equipment to perform job duties
- Must have the ability to drive in all types of terrain and in all types of weather, including rain and snow
- Must have the ability to install and remove tire chains from vehicles
- Must be able to lift 50lb. maximum with frequent lifting and/or carrying objects weighting up to 25lb.

### **QUALIFICATIONS**

#### EDUCATIONAL REQUIREMENTS

- Experience with data collection using GPS, land surveying, CAD/GIS systems, or related field desirable

#### TECHNICAL REQUIREMENTS

- Computer literate with emphasis in Microsoft Office
- Functional knowledge of CAD/GIS systems software
- Functional knowledge Trimble Global Positioning System
- Functional knowledge of cable locating devices
- Knowledge of RUS symbols and procedures
- Proficiency in reading engineering and splicing schematics
- Proficiency in reading and developing as-built prints
- Proficiency in reading record-of-survey maps and Assessor's Parcel information
- Conceptual understanding of basic power and electronics
- Possesses and maintains a valid and unrestricted class "C" driver's license, with driving records that provides insurability under the Company's vehicle insurance carrier and within the guidelines of the Company

#### WORK EXPERIENCE

- 2 years as an OSP Technician, CAD/GIS Operator, or similar position, where duties correspond with the essential and periodic functions of this position

## ENVIRONMENTAL CONDITIONS

### GENERAL OFFICE CONDITIONS

Exposure to an air-conditioned/heated office environment with exposure to low noise levels from office equipment and voices. No exposure to notable hazards or unusual atmospheric conditions

### CENTRAL OFFICE

Exposure to an air-conditioned/heated office environment with moderate noise levels generated by the equipment. However, travel conditions from one office location to another can result in exposure to outside elements ranging from extreme cold/heat/humidity/rain/snow

### OUTDOOR CONDITIONS

Exposure ranges from mild to extreme weather conditions, including heat, cold, humidity, rain and snow. At times, personal protective equipment and clothing are the only protection provided against the elements. There is also unavoidable exposure to plant and animal life that inhabit the area. Environments may also include crawl spaces and attics. These conditions range from wet, damp and cold to hot, humid and dusty

***THIS POSITION PROFILE DOES NOT PROMISE OR IMPLY THAT THE ACCOUNTABILITIES LISTED ARE THE ONLY DUTIES TO BE PERFORMED OR THAT THE POSITION MY NOT CHANGE, OR BE ELIMINATED. JOB TASKS AND RESPONSIBILITIES ARE NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED AS NECESSARY. THE REQUIREMENTS FOR THE POSITION ARE REPRESENTATIVE OF THE KNOWLEDGE, SKILL AND/OR ABILITY TO PERFORM DUTIES OF THE JOB. JOB TASKS AND RESPONSIBILITIES MAY BE ALTERED AT ANY TIME, WITH OR WITHOUT WRITTEN NOTICE. IN NO WAY DOES THIS DOCUMENT ALTER THE AT-WILL STATUS OF THE PONDEROSA TELEPHONE CO.***

APPROVALS	
DEPARTMENT MANAGER:	DATE:
HUMAN RESOURCES MANAGER:	DATE: