

TRI-COUNTY ELECTRIC MEMBERSHIP CORPORATION

POSITION SPECIFICATIONS/DESCRIPTION

POSITION:	Outside Fiber Manager
REPORTS TO:	Chief Operating Officer of Tri-CoGo
DEPARTMENT:	Tri-CoGo
DIRECTS:	All contractors in actions related to Engineering, Construction, and Maintenance of the Fiber Plant from the patch panel in the hut to the Tap in the field. Currently has no employee reports.
EXEMPT STATUS:	Exempt

PURPOSE OF POSITION

The Outside Fiber Manager is responsible for managing the design, construction, and maintenance of the cooperative's fiber optic network. This includes managing, organizing, and scheduling contractors and/or coordinating with cooperative employees related to the engineering, construction, and maintenance of the fiber network.

He/she works to ensure optimum reliability and availability to the cooperative and the customers. The Outside Fiber Manager is also responsible for monitoring and working within the budget for assigned projects. This position works closely with the electric cooperative and affiliate personnel to ensure that the fiber plant operates at peak performance and outages are handled quickly and safely while being communicated appropriately.

JOB SPECIFICATIONS

Required

- a. A high school diploma or equivalent along with commensurate project management experience in a telecommunications or electric utility construction field
- b. Progressively expanding work experience managing the construction and maintenance of utility plant
- c. A thorough understanding of construction maps, fiber optic networks, and splicing diagrams and the ability to navigate and operate electronic maps
- d. Knowledge of maintenance, repair, and emergency restoration methods
- e. A valid driver's license
- f. Ability to take on-call rotation and work outside of normal operating hours as needed for restoration or training
- g. Effective written and verbal communication skills
- h. The ability to work collaboratively
- i. Knowledge of current industry-related terminology, procedures, and equipment related to utility construction and permitting
- j. Technical troubleshooting skills and logical problem-solving
- k. Effective organization and time management skills with the ability to manage multiple projects
- l. Effective use of Microsoft Office applications and the ability to create and present periodic reports

Preferred

- a. Five years or more of experience in the design, construction, and maintenance of telecommunication plant

- b. An Associate or Bachelor's degree in a related field
- c. Experience in creating an annual budget
- d. Experience using an OTDR, fiber splicing, Calix equipment and cloud platforms, OMS, and/or GIS mapping systems
- e. General knowledge of cooperative/fiber safety practices
- f. General knowledge of National Electric Safety Code (NESC) and city and state codes

PHYSICAL DEMANDS

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must be able to lift 50 pounds unassisted

Must be able to work outside in all types of weather (heat, cold, rain, wind, storms, etc...)

Must be able to work in confined spaces such as pits (underground repairs) and fiber huts

Must be able to tolerate environmental conditions associated with confined spaces

Must be able to work from a ladder while using the required hand tools

Must be able to work from a bucket while using the required hand tools

Examples: Work performed primarily in the field along the electrical route installing or repairing Fiber FTTH as needed.

WORKING CONDITIONS

60% outside - traveling within service territory

40% inside office

Outside in all weather conditions and terrains

Operation of electronic equipment and vehicles

Exposure to hazardous conditions, such as electrical and line apparatus, stray voltage, dogs, insects, reptiles, and toxic vegetation

WORKING RELATIONSHIPS:

Internal: Two-way communication with immediate supervisor to receive direction, to provide work related information, and to receive training and guidance. With other team members and departments to collaborate on projects, secure support information and forward necessary correspondence and records.

External: Provides required information to external contractors, as required. Demonstrates an awareness that the job exists to effectively serve every customer, and at every opportunity to achieve increased customer and public understanding for support of the Corporation.

TRI-COUNTY ELECTRIC MEMBERSHIP CORPORATION
KEY RESPONSIBILITIES/PERFORMANCE STANDARDS DESCRIPTION

Outside Fiber Manager

RESPONSIBILITIES:

- a. Direct the combined organization's mainline fiber design, construction, maintenance, and outage response efforts
- b. Promote safety to employees and contractors, observing all safety rules and maintaining a safe working environment by adhering to policies, procedures, and regulations
- c. Coordinate with cooperative and affiliate personnel to identify locations for mainline fiber construction
- d. Coordinate with affiliate management team to identify potential areas for fiber expansion in off-system areas using established return on investment metrics
- e. Design, or have designed, new mainline fiber projects, ensuring at all times that construction meets the organization's standards for safety, efficiency, and reliability in serving cooperative operational needs and affiliate customers
- f. Develop and manage work construction schedules and cost controls to meet the goals of each project
- g. Provide relationship and contract management with all relevant contractors and provide quality control inspections to ensure that all work is consistent with agreed upon contracts, safety codes, and standards.
- h. Evaluate and improve construction specifications and methods as necessary
- i. Obtain all necessary DOT, railroad, and local permits where required for fiber construction
- j. Work with the appropriate cooperative personnel to request private or utility ROW easements when required
- k. Work with the appropriate cooperative personnel to request right-of-way trimming as necessary
- l. Work with property owners and customers on issues related to construction, ensuring, and documenting that issues are resolved
- m. Verify the accuracy of as-built mapping and coordinate the inclusion of additions or changes to the fiber network into the appropriate fiber mapping platforms
- n. Ensure an adequate supply of materials to contractors. Perform periodic audits of materials and inventory
- o. Serve in a supervisor on-call rotation, responding to customer needs, and coordinating the appropriate response from other personnel or resources as needed
- p. Coordinate outage response activities to restore service to broadband customers and electrical system infrastructure. This may require prioritizing outage response, dispatching contractors, obtaining additional mutual aid where necessary, and communicating outage status to key staff
- q. Maintain a knowledge base and skillset allowing the use of OTDR, light meters, splicing equipment, and other necessary tools sufficient to provide basic troubleshooting of the fiber network
- r. Support the financial goals of Tri-County EMC and Tri-CoGo by assisting with the development and management of annual budgets
- s. Increase professional and technical knowledge by taking advantage of educational opportunities.
- t. Perform any other duties assigned to fulfill the objectives of the company