

## **Job Description: *Field Services Supervisor***

### **Position Summary:**

The primary responsibility of this position will be surveying new potential installations and construction, providing quotes to end-users based upon surveys, vendor management of all external installation crews, and billing reconciliation of external installation crews. Performs various day-to-day functions associated with regional telecommunications operations. Additional responsibilities are assisting the field operations team with OSP functions such as cable locates, and emergency restoration activities.

### **Responsibilities:**

- Assist the ESVBA Construction Department with network construction activities and required Fiber Construction paperwork including but not limited to: Route forms, Splicing packages, Red Lines and As-BUILTs.
- Manage and monitor contractor and sub-contractors performing conduit installation, cable placement and splicing.
- Provide preliminary site surveys for building entrance construction requirements and equipment space availability.
- Correlate all work done by external contractors against budgeted costs and confirm billing in a timely manner for payables to external contractors.
- Obtain accurate distances and necessary field data using a measuring wheel, range finder, pole stick or other outside plant engineering tools.
- Perform cable locates and protect ESVBA's cable plant.
- Travel to required work sites.
- Operations liaison to customers through extensive communications with customer peers.
- Respond quickly to customer demands for schedules and quotes.
- Provide complete documentation of materials used during each phase of installation by external contractors.
- Provide status reports to Operations Manager as required.
- Other duties as assigned by the Operations Manager to insure the orderly operation of the network.

### **Candidate Qualifications**

#### *Skills & Abilities*

- You must be highly detail-oriented
- Strong supervisory and organizational skills
- Self-motivated team player
- Excellent problem solving ability
- Be able to multi-task in a fast paced environment
- Strong verbal and written communications skills
- Project leadership & teamwork skills.
- Ability to work well in a limited structure, start-up environment

### **Job Knowledge**

#### Desired:

- Working knowledge of underground and aerial fiber optic cable networks
- Working knowledge of telecommunications plant records

- Working knowledge of Microsoft Excel, Word, PowerPoint, and mapping tools such as, OSP Insight, Visio, AutoCAD, or MapInfo
- Working knowledge of procurement procedures
- Network design of FTTH, GPON and Active Ethernet

### **Job Experience**

#### Desired:

- 5 years and above of industry experience in data communication and telecommunication systems areas
- 2 years experience with telecommunications accounting procedures

#### Required:

- 3 – 5 years Supervisory experience
- Good motor vehicle driving record
- Excellent writing and oral communication skills
- Ability to develop clear and thorough installation plans
- Ability to create and maintain construction documentation
- Ability to interact with customers, vendors, contractors and other required personnel
- The individual must comply with departmental and corporate internal controls and all internal controls processes
- The individual must possess and employ the highest ethical and business standards and always conduct himself/herself with the greatest degree of professional integrity

### **Education**

#### Desired:

- 2 year college degree in related field
- Military or technical training in associated discipline or equivalent experience