



TITLE: Project Representative II

Revision Date: 03/30/2022

Classification: Non-exempt

Department: Broadband

Reports to: Project Manager/Senior Project Manager

Position Summary: Fully qualified representative capable of performing detail engineering (staking) activities and construction management activities (inspection) with minimal oversight. Projects are primarily fiber to the home projects involving the placement (either aerial or buried) of fiber optic cables and associated construction units in support of the utilization of that cable. All detail engineering and construction management documentation is done via the use of tablet/GPS units to document information in an on-line environment.

Essential Duties and Responsibilities:

- Be able to effectively use electronic devices including smartphones, tablets (iOS and Android), laptop computers, GPS units, DMIs and other devices to complete job responsibilities.
- Must be able to do file transfers from tablets and computers to company servers, must be able to read, compose and respond to e-mail correspondence in a timely manner.
- Must be able to open, review and edit MS Word, MS Excel, Adobe .pdf documents as needed to complete job responsibilities. Must be able to work in a MS Teams environment for communications.
- Must understand unit designations and be able to determine unit descriptions/specifications from the designations. While most units use standard RUS unit designations, there are often units that are not standard. The specifications regarding those units must be studied and understood.
- Using a tablet or laptop, be able to complete daily, timesheets entries in conjunction with weekly expense reports and mileage documentation using the Company's time and expense reporting system.

Construction Management Responsibilities:

- Be able to complete on-site construction observation (inspection) of fiber optic cable placement and acceptance testing of those cables for the project to ensure conformance with specifications.
- Ensure project engineering or construction activities comply with the contract requirements and support overall construction schedule.
- Provide technical support for construction effort including interpretation of as-staked information, and resolution of onsite conflicts.
- Interface all on-site entities as required to resolve problems, ensure compliance of construction, etc. in support of overall project schedule.
- Be able to use electronic devices including tablets, laptop computers, GPS units and other devices to support the documentation of construction units placed.
- Examine the workmanship of finished installations by contractors for conformity to standards and client requirements.

Detail Engineering Responsibilities:

- Must be able to understand the use of ArcGIS on-line and be able to review project maps and determine project scope and responsibilities.
- Must be able to take direction regarding input of units into ArcGIS on-line and be able to efficiently capture all required elements to engineer the project at a detail level.
- Must be able to use the tablet/GPS unit to be able to accurately document the units to be placed using GPS coordinates.
- Must be able to communicate to responsible parties any issues that arise during engineering so that appropriate action can be taken.

Education and Experience:

Minimum of 2 years of technical school training with courses in the field of construction management, telecommunications, surveying, or military technical school training.

Or minimum of 2 years of previous experience in outside construction industry, military communications, utility, locating services or related industry.

Job Knowledge:

Building and Construction — Knowledge of materials, methods, and the tools involved in the construction or repair of telecommunications and other utility infrastructure.

Engineering and Technology — Knowledge of the practical application of engineering science and technology. This includes applying principles, techniques, procedures, and equipment to the design and production of various goods and services.

English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Mathematics — Knowledge of arithmetic, algebra, geometry, statistics, and their applications.

Design — Knowledge of design techniques, tools, and principals involved in production of precision technical plans, blueprints, drawings, and models.

Mechanical — Knowledge of machines and tools, including their designs, uses, repair, and maintenance.

Law and Government — Knowledge of applicable laws, legal codes, government regulations, or agency rules.

Physics — Knowledge and prediction of physical principles, laws, their interrelationships.

Skills:

Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Reading Comprehension — Understanding written sentences and paragraphs in work related documents.

Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.

Speaking — Talking to others to convey information effectively.

Writing — Communicating effectively in writing as appropriate for the needs of the audience.

Monitoring — Monitoring/Assessing performance of yourself,

Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.

Time Management — Managing one's own time efficiently as well as planning the day for those under your direct supervision.

Abilities:

Oral Expression — The ability to communicate information and ideas in speaking so others will understand.

Oral Comprehension — The ability to listen to and understand information and ideas presented through spoken words and sentences.

Problem Sensitivity — The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.

Written Comprehension — The ability to read and understand information and ideas presented in writing.

Deductive Reasoning — The ability to apply general rules to specific problems to produce answers that make sense.

Near and Distance Vision— The ability to see details at close range (within a few feet of the observer) to read and understand distances to verify accuracy of staking sheets during construction and record distance/length for final plans and maps.

Written Expression — The ability to communicate information and ideas in writing so others will understand.

Inductive Reasoning — The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).

Information Ordering — The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).

Speech Recognition — The ability to identify and understand the speech of another person.

Supervisory Responsibilities:

Coordinate project activities with contractors and client representatives.

Licenses, Certifications, Training Requirements:

A valid motor vehicle driver's license in good standing is required. No DUI/DWI convictions within the previous 7 years.

Physical, Mental and Visual Demands:

Flow of work involves normal mental and visual attention along with manual coordination much of the time. While performing the duties of this job, the employee is consistently required to get in and out of a vehicle; stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb steep banks; cross fences; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must be able to walk an average of three miles per day and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment:

- Exposed to extreme weather conditions, including hot and cold temperatures, rain, snow, dust, and wind. Most assignments are performed at a job site and may include some physical labor and environmental distractions such as changes in climate and topography. Physical hazards may be present. May also work in an office type environment on occasion, or as required.
- Travel approximately 95% of the time.