



## **JOB DESCRIPTION – OSP ENGINEER**

**Department:** Engineering  
**Reports To:** Engineering Supervisor

**Telephone Division**  
**FLSA Status:** Non-Exempt

**Job Summary:** This position is responsible for service order processing and work order preparation from design through closeout, including C.O. and OSP additions and building and site design and development. This position is also responsible to prepare aid-to-construction estimates, highway relocation projects, cost estimates and invoicing.

### **Essential Job Duties and Responsibilities:**

- Design and implementation of C.O., OSP and CPE facilities including field and GPS surveys, as well as, field survey staking, POTS, special circuits, subscriber and digital loop carrier service design.
- Design of FTTH, FITC, DLC, link loss budgets, for PON, Ethernet, DSL, and video applications.
- Develop, implement, and maintain all Engineering, Drafting and Facilities records, through work order preparation and processing, including design and closeout of facilities assignments.
- Responsible for the operation of all applicable current computerized operations and CAD systems.
- Responsible for preparation, acquisitions, processing and maintenance of all private and public, state and federal Rights-Of-Way and easement permit.
- Responsible for development of Aid-to-Construction and cost estimates primarily for the outside plant including the upgrade of field electronics facilities, including DLC's, DSL's, and digital carrier applications.
- Develop, process and maintain environmental reports, records and applications.
- Prepare, process, implement and maintain contracts, agreements and administration of construction forces and complete required inspection, quality assurance testing, invoice processing and contract closeouts.
- Assist in the development of all departments and company budgets as required.
- Assists in research and application of new technologies and products.

### **Additional Job Duties and Responsibilities:**

- Perform other duties and responsibilities as required to fulfill job function or as assigned.

### **Knowledge, Skills, and Abilities:**

- General office practices and procedures.
- Must be able to read, interpret, and use RUS standards.
- Must have good knowledge of circuit design and application, as well as OSP facilities construction and application of standards.
- Must have a good knowledge of Right-Of-Way acquisitions and law; and be able to effectively communicate with permitting agencies and private landowners.
- Computer based programs.
- Time management and organizational skills.

### **General Company Requirements:**

- Knowledge of company policies, procedures, products and services.
- Exhibits exceptional organizational skills and be a problem solver.
- Communicate effectively, both in writing and in speaking, with customers, co-workers, and various business contacts in a courteous and professional manner.
- Work completely and accurately under time constraints and deadlines.

- Work in a fast pace environment and prioritize multiple work assignments.
- Provide excellent customer service.
- Help promote a safe working environment by following safety procedures.
- Occasional travel may be required.

### Education and Experience:

*Any combination equivalent to the following education and experience that would provide the required knowledge, skills and abilities would qualify. A typical way to obtain the knowledge, skills and abilities would be:*

High School Degree, training from a recognized Outside Plant Engineering facility or equivalent.

This position requires 5 years experience in OSP engineering.

### Physical and Other Requirements:

This position may require 8 to 10 hour days, flexible hours and some weekends. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Requirements	0-24%	25-49%	50- 74%	75-100%
Seeing: Must be able to read maps, staking sheets, reports, and use computer.				X
Hearing: Must be able to hear well enough to communicate with employees and business contacts.				X
Standing/Walking:			X	
Climbing/Stooping/Kneeling:			X	
Lifting/Pushing/Pulling:	X			
Fingering/Grasping/Feeling:				X

### Working Conditions:

*This factor measures the surroundings or physical conditions under which a job must be done and the extent to which those conditions make the job disagreeable. Consider the presence and relative amount of exposure to dust, dirt, heat, fumes, contaminants, cold, noise, vibration, wetness, etc.*

Good working conditions with the absence of disagreeable conditions, aside from travel. Must be able to work in OSP construction activities, including exposure to heavy equipment noise, dust, and able to work in summer or winter conditions.

### Additional Information:

This job description is not intended to be all-inclusive, and employee will also perform other reasonably related business duties as assigned by immediate supervisor and other management as required. 3 Rivers reserves the right to revise or change job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.

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Employee Acknowledgement  
Effective Date: April 17, 2007

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Date