

Job Specification Form

Job Title: Telecommunications Mechanic I – Utility Locator

Department: SMB

Reports To: Communications Task Lead

FLSA Status: Exempt Non-Exempt

JOB SUMMARY (what must be accomplished and equipment used to perform job functions such as computers, tools, machines, materials, etc.)

Function as a Utilities Locator – Process, coordinate and complete all copper and fiber optic cable locates. Marks the cable path with inverted tip orange florescent industrial heavy-duty marker paint.

ESSENTIAL JOB FUNCTIONS (duties and responsibilities and percentage of time spent performing functions).

Coordinate with the dig permit office to receive and complete cable locates, process the information into a database, and makes digital copies of all documentation. Use auto frequency underground utility locating devices and mark cable location with paint and/or flags. Coordinate with contractors and clients to ensure the protection of the Outside Plant. Be on call 24 hours a day, 365 days a year to respond to any emergency situations that require cable locates to repair underground utilities.

QUALIFICATIONS (what is required to perform the job, i.e. education, experience, skills, etc.)

Must be able to obtain and maintain a secret security clearance.
Must have underground utility locating experience.
Must be able to read maps and diagrams.
Must have good communications skills.
Must maintain a current drivers license.

EDUCATION (minimum necessary to perform job satisfactorily)

High School Graduate/GED:		
<input type="checkbox"/> Associate's Degree	Minor	Major
<input type="checkbox"/> Bachelor's Degree:	Minor	Major
<input type="checkbox"/> Master's Degree:	Minor	Major
<input type="checkbox"/> Graduate Degree:	Minor	Major
Other: Trade School, Specialty Studies, Training, etc.:		

CERTIFICATES, LICENSES, REGISTRATIONS:

Must have a valid driver's license and good driving record.

WORK EXPERIENCE (minimum experience required to perform job satisfactorily; may include preferred/desired experience):

1 year experience as a underground utilities locator.

KNOWLEDGE, SKILLS, ABILITIES (requirements to perform job satisfactorily, i.e. basic computer or math skills, or specific software knowledge, 10-key/calculator skills, or ability to read and write English, or ability to reason/problem solve, etc.):

Proficient in the following software:
 AutoCadd 2004 or above, Autodesk MAP3D 2005, Microsoft Office (Access), Visio, Feature Manipulation Engines, Databases links, VBA. GIS knowledge desired.
 Understanding of circuit diagrams and equipment details.
 Must be able to determine defects with locating equipment.
 Must be skilled in detecting bleeds and phantoms from locating equipment.
 Must has experience entering confined spaces.

PHYSICAL DEMANDS (demands that are representative of those that must be met by an employee to successfully perform the essential job functions of this job, i.e., percentage of time employee must lift, stand, sit, climb, stoop, reach, hear, etc.):

Must be able to walk long distances over variable terrain.
 Must be able to stoop and reach.
 Must be able to lift 50 lbs (Manhole covers).
 Must be safety conscience.

WORK ENVIRONMENT (characteristics that are representative of those an employee encounters while performing the essential functions of this job, i.e. environmental factors such as noise levels, temperature, ventilation, lighting, safety hazards, etc.):

Field Surveying/locating. May require surveying/locating at construction sites and around heavy equipment.
 Must be able to work in any outside environment.

SUPERVISORY RESPONSIBILITIES:

None.

Completed By: Human Resources	Completed Date: 10/27/08
Reviewed By:	Review Date:
Approved By (Supervisor):	
Approved Date:	
Employee Name:	
Signature:	

