

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Field Supervisor, OSP Construction	<b>REPORTS TO:</b>	Construction Manager
<b>Location:</b>	Bandera, TX	<b>SUPERVISION OF:</b>	Field Crews

ElectriCom, a Utility Construction company founded in 1960, has experienced continuous growth since its inception. The company takes pride on focusing on family values both in the workplace and with its customer base. ElectriCom seeks employees with the ability and desire to work for a progressive company. ElectriCom offers a competitive package for both wages and benefits. Employees who show quality performance will have the opportunity for advancement and further development of skills. ElectriCom is an Equal Opportunity Employer.

### JOB FUNCTION/PURPOSE

The Field Supervisor, OSP Construction should be skilled in both project and people management and have a strong interest in joining a successful and growing company. This role provides project performance deliverables for telecommunication construction projects. Individual works with a team to ensure projects are constructed in accordance with design, budget and schedule throughout the project lifecycles.

### DUTIES AND RESPONSIBILITIES

- Assisting in building out both underground and aerial aspects of the FTTH network, which requires the quality to be held to the strictest of standards. Supervise in-house and subcontract resources.
- Generate reports and provide feedback based upon information received and knowledge of industry standards and experience
- Provide technical support for Field Operations and Customers
- Customer service, including: interfacing with the customer, providing guidance in getting the best solution for their application
- Working knowledge in underground utility construction, including conduit construction, knowledge of Outside Plant Safety and Procedures, working knowledge of engineering work prints, ability to understand and interpret construction documents as applicable
- Responsible for managing timelines and ensuring the schedule is maintained by our contract partners
- Ensure start and completion dates for each aspect of the customer's expectations. Pre-plan to ensure that resources are available for the start of construction, splicing and clean-up
- Complete construction work sheets every morning and ensure their accuracy
- Track daily production for each crew and ensure to achieve schedule demands at all times.
- Monitor and track work of our contractors to ensure accountability and accuracy, as well as making sure that specifications are being met and standards are being following for both construction and safety

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- Ensure all crews have safety vests, cones, truck signs, hard hats and any other required safety gear. Safety is very important and our crews must maintain a professional appearance.
- Ensure that all crews have appropriate tools and equipment on site at all times
- Keep the Project Manager or Construction Manager updated on progress of the project, as well as any issues that may arise

### COMMUNICATION RESPONSIBILITIES/ORGANIZATIONAL RELATIONSHIPS

- Ability to engage with the customer/client, and establish a cohesive relationship
- Ability to listen to customer's needs, and propose solutions to help resolve their issues.
- Be able to communicate internally and externally the technical aspects of the project in a clear and concise way.

### EDUCATION & QUALIFICATIONS

- Bachelor's degree in Engineering/Construction Management/Project Management or 5 years + experience managing projects in the construction industry preferred.
- Experience in scheduling projects, cost engineering, budgeting and forecasting costs, reporting project status and costs
- Self-starter with integrity and confidence who strives to achieve in even the most challenging environments with limited supervision
- Team player with well-developed interpersonal skills who is comfortable in a cross-functional, multi-cultural environment
- Mechanically oriented individual with the ability to solve problems and implement change
- Strong communication and writing skills with the ability to clearly explain issues to contractors and fellow employees
- Strong attention to detail, Ability to meet strict deadlines and Good time management skills

### BENEFITS

- Option of choosing between 4 medical benefit plans
- Dental is offered
- Company paid life insurance
- Short and Long term disability
- Vacation accrual begins after 60 days of employment
- 6 Paid Holidays after 60 days of employment
- 16 hours of Personal Business time are awarded January 1<sup>st</sup> after one year of consecutive employment
- 401(k) Savings Plan with company match