

**Great Lakes Energy – Fiber Pilot Job Description**  
**Fiber Construction Inspector, Petoskey**

**Department:** Engineering

**Last Updated:** 12/21/2018

**Reports To:** Head of Broadband Consultant; VP Engineering

**Classifications:**

<input checked="checked" type="checkbox"/> Non-Bargaining Unit	<input checked="checked" type="checkbox"/> Exempt	<input type="checkbox"/> Supervisory	<input type="checkbox"/> Senior Staff
<input type="checkbox"/> Bargaining Unit	<input type="checkbox"/> Non-Exempt	<input type="checkbox"/> Non-Supervisory Management	<input type="checkbox"/> Executive Team

**Important Notice:** *This is a temporary position that may be assigned to a full-time, regular employee. Upon conclusion of the fiber pilot (approximate three years) the assignment may be discontinued, or it may move from Petoskey to another area with extension of the fiber network. If the position is discontinued, or if the network expands to a geographic area that is not a practical assignment for the full-time employee, we will attempt to offer satisfactory re-assignment to another position.*

**Supervises:** N/A

**Incumbent(s):** None

*Job descriptions are subject to modification to reasonably accommodate individuals with disabilities, depending on risk to health and safety of the employee and/or others. The basic requirement of every position is to perform all tasks as assigned. Duties and scope of position may change based on needs of the Company. This document does not create an employment contract, implied or otherwise.*

*GLE staff members are required to work in a safe manner in accordance with regulatory standards and requirements and with the procedures listed in the Cooperative's Safety Handbook.*

*Efficient and cooperative work is required of staff, which includes regular, dependable, punctual attendance except when required by law, and timely and accurate performance of duties.*

**Position Summary:**

Assist the Construction Superintendent with fiber network plant buildout and electric distribution system integration field construction activities in the Petoskey pilot project area to ensure needs and goals are met for timeliness, budget and quality. Direct and coordinate contracted services, material needs, monitor and report on build progress to drive project efforts.

**Experience/Education:**

- High school diploma or equivalence certificate in addition to proficiency with electric distribution line work and utility project management, typically attained through an Associate's degree in a related field and four or more years of electric distribution linework and two or more years of utility project management experience.
- Proficient with electric distribution utility layout and construction practices including RUS specifications, federal/state construction standards.
- Working knowledge of electric distribution utility engineering practices.
- Valid Michigan driver's license.
- Proficient with position specific equipment.
- Proficient with position-specific software and applications including project management/scheduling platforms.
- Competent with Microsoft Office: Outlook, Excel, Word.
- Competent with general office equipment.

**Essential Duties/Responsibilities:**

- Assist Construction Superintendent with GLE's fiber pilot project by engaging fiber placement and splicing contractors to ensure quality control and project schedule are maintained. Coordinate contracted services to manage and monitor physical buildout and electric distribution system integration including:
  - Monitor and provide status updates and inspection reports and gather project-related feedback to Construction Superintendent.
  - Design/staking operations (right-of-ways, draw staking sheets, cost estimates and billing) as necessary for new and custom work.
  - Field/construction orientation of build resources.
  - On-site direction/interaction with Fiber placement, splicing and underground contract vendors.
  - Interact with GLE's electric line operations group to develop internal fiber construction/restoration knowledge across all service districts
  - Collaborate with Construction Superintendent to manage and coordinate Outside Plant (OSP) material needs.
  - Deliver Quality Assurance and Inspection process.
  - Coordinate with field crews on Daily Production Report (DPR) and Construction reporting process.
- Meet with customers as needed to resolve complaints. Investigate damage claims to ensure accuracy, and that the cause of the problem is resolved.

**Significant Duties/Responsibilities:**

- Observe and inspect area work practices, facilities and equipment routinely for safety/loss control compliance.
- Work with loss control in conducting near miss and accident investigations as necessary and recommend preventive or corrective measures; following up to ensure measures are implemented.

**Working Conditions:**

- Work outdoors in all kinds of weather
- Drive in all kinds of weather
- May be required to be on-call at all times of the day and night
- Occasional work in an office environment

**Required Skills:**

- Ability to effectively read, write and speak the English language to communicate in a clear, straight-forward, and professional manner.
- Critical Thinking: using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- 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.
- Active Learning: understanding the implications of new information for both current and future problem-solving and decision-making.
- Complex Problem Solving: identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Coordination: adjusting actions in relation to others' actions.

- **Monitoring:** monitoring/assessing performance of oneself, other individuals, or organizations to make improvements or take corrective action.
- **Judgment and Decision Making:** considering the relative costs and benefits of potential actions to choose the most appropriate one.
- **Systems Analysis:** determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.
- **Time Management:** managing one's own time and the time of others.
- **Troubleshooting:** determining causes of operating errors and deciding what to do about it.
- **Social Perceptiveness:** being aware of others' reactions and understanding why they react as they do.
- **Quality Control Analysis:** conducting tests and inspections of products, services, or processes to evaluate quality or performance.
- **Systems Evaluation:** identifying measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system.
- **Persuasion:** persuading others to change their minds or behavior.
- **Negotiation:** bringing others together and trying to reconcile differences.
- **Project Management:** organizing and directing production of a limited scope plan or undertaking.
- **Mathematics:** using mathematics to solve problems.
- **Management of Material Resources:** obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.
- **Management of Financial Resources:** determining how money will be spent to get the work done, and accounting for these expenditures.
- **Science:** using scientific rules and methods to solve problems.

#### **Attributes:**

- **Oral Comprehension:** able to listen to and understand information and ideas presented through spoken words and sentences.
- **Speech Recognition:** able to identify and understand the speech of another person.
- **Spatial Orientation:** able to know one's location in relation to the environment or to know where other objects are in relation to oneself.
- **Near Vision:** able to see details at close range (within a few feet of the observer).
- **Far Vision:** able to see details at a distance.
- **Depth Perception:** able to judge which of several objects is closer or farther away from oneself, or to judge the distance between oneself and an object.
- **Peripheral Vision:** able to see objects or movement of objects to one's side when the eyes are looking ahead.
- **Glare Sensitivity:** able to see objects in the presence of glare or bright lighting.
- **Hearing Sensitivity:** able to detect or tell the differences between sounds that vary in pitch and loudness.
- **Sound Localization:** able to tell the direction from which a sound originated.
- **Auditory Attention:** able to focus on a single source of sound in the presence of other distracting sounds.
- **Time Sharing:** able to shift back and forth between two or more activities or sources of information (such as speech, sounds, touch, or other sources).
- **Memorization:** able to remember information such as words, numbers, pictures, and procedures.
- **Problem Sensitivity:** able 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.

- Deductive Reasoning: able to apply general rules to specific problems to produce answers that make sense.
- Inductive Reasoning: able to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- Multi-Limb Coordination: able to coordinate two or more limbs (i.e. arms, legs, one of each) while sitting, standing or lying down. Does not involve performing the activities while whole body is in motion.
- Trunk Strength: able to use one's abdominal and lower back muscles to support part of the body repeatedly or continuously over time without "giving out" or fatiguing.
- Extent Flexibility: able to bend, stretch, twist, or reach with one's body, arms, and/or legs.
- Gross Body Coordination: able to coordinate the movement of one's arms, legs, and torso together when the whole body is in motion.
- Gross Body Equilibrium: able to keep or regain one's body balance or stay upright when in an unstable position.
- Mathematical Reasoning: able to choose the right mathematical methods or formulas to solve a problem.
- Number Facility: able to add, subtract, multiply, or divide quickly and correctly.
- Information Ordering: able 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).
- Category Flexibility: able to generate or use different sets of rules for combining or grouping things in different ways.
- Visualization: able to imagine how something will look after it is moved around or when its parts are moved or rearranged.

#### **Additional Preferences:**

- Utility fiber construction experience.
- Materials management experience.

#### **Problem Solving and Freedom to Act**

Problems are complex and occasionally unique. Methods and procedures are loosely defined and may be unrelated to the work. Work is highly varied. Tasks may be unrelated.

#### **Working Relationships/Communications:**

Requires contacts for the purpose of negotiating agreements within defined limits, influencing others, resolving problems or gaining acceptance of information, programs, decisions, etc., normally dealing with issues that are of a non-controversial nature.

Internal: Management, employees

External: Contractors, customers, members, commercial & industrial (C&I) members, other utilities and/or municipal systems, general public, local government agencies, state government agencies