



Alluvion Communications, Inc.

Position Title: OSP Coordinator
Exempt Status: Non-Exempt
Department: Outside Plant
Reports To: OSP Manager
Date Written: May 25, 2023
Incumbent:

Job Summary:

The OSP Coordinator will coordinate construction activities by preparing capital project work orders, Build Agreements, Notice to Proceed packets and creating Purchase Orders for construction. Works closely with the Outside Plant Team to develop, complete and track correspondence. Ensure adherence to policies in accordance with Federal Communications Commission (FCC), Rural Utilities Service (RUS), Bureau of Indian Affairs (BIA), and Gila River Indian Community (GRIC) guidelines.

The OSP Coordinator reviews and posts Build Agreements, NTP, License Agreements, permits to our SharePoint database. Work with the Outside Plant Team for work order development and tracking WO costs on projects, as-built records, mailings and filing with some field duties as assigned.

The OSP Coordinator reports directly to the Outside Plant Manager.

Job Description Duties:

- Manage project files for projects.
- Maintain construction log, monitor, and track construction status and requirements.
- Research and apply for permits for right-of-way permissions.
- Provide requested data to other internal departments, GRIC departments and Federal Departments on an as needed basis
- Assist Accounting and Project Management in preparation of work order generation and closings.
- Review and enter project designs in GIS Mapping System.
- Prepare service requests for construction and ensure all paperwork is included and in order.
- Review and pre-screen invoices to ensure any concerns are resolved prior to payment request.
- Assist Accounting and Project on work order reports to determine which work order will be closed and modify as needed prior to accounting approving closures.
- Provide support to other colleagues, as needed.
- Monitor ongoing work order processes that cross over to other departments and/or functional areas.
- Establish and maintain close working relationships with other departments and staff members. Coordinate with other departments on the status of projects.
- Establish and maintain good public relations; serve as a supportive link between the Company, customers, business and government colleagues, and the public.
- Perform other OSP related duties as assigned by the OSP Manager.
- Provide performance or process suggestions and ideas to increase team effectiveness.

- Establish and maintain communication with a variety of agencies and personnel related to telephone engineering and construction.
- Share and listen to ideas, keep commitments, and address problems and issues constructively.
- Ensure GRTI Employee Handbook is understood and followed in a consistent and respectful manner.

Note: This job description in no way implies that these are the only duties to be performed by this employee. She/he will be required to follow any other instructions to perform any other duties as requested by her/his Manager.

Skills and Competencies:

- Knowledge of engineering applications, OSP accounting practices and telecommunications industry (RUS).
- Ability to read as-staked designs for Fiber planning.
- Strong computer skills, Microsoft Office Suite, including Excel, AutoCad, ESRI, and/or any telecommunications or utility software experience.
- Knowledge of permitting practices for construction.
- Effectively communicate with co-workers and various business contacts in a professional and courteous manner.
- Effectively function as a team player, be courteous and friendly and be able to work well with a diverse group of people.
- Possess good organizational and filing skills that aid in completing project closeouts within timelines to keep projects current.
- Work independently and with minimal supervision
- Ability to research issues and resolve them within a timely manner.
- Highly organized with special attention to accuracy, details, and deadlines; ability to work with frequent interruptions.
- Good basic math, listening, verbal and written communications skills.
- Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- Exercise judgment and decision making; consider the relative costs and benefits of potential actions to choose the most appropriate one.
- Understand the implications of new information for both current and future problem-solving and decision-making.
- Maintain strict confidentiality guidelines in accordance with company policy.
- Able and willing to continue business and drafting skill development.
- Work and contribute successfully within a culturally diverse work environment
- Consistently demonstrate high degree of integrity, honesty, and accuracy.

Education and Experience:

One to two years of college coursework in engineering or training/coursework in telecommunications or utility is preferred. High School Diploma (or GED/High School Equivalence Certificate) is required. Associate Degree or equivalent from a technical school for Engineering Technology or mapping or a combination of education and experience.

Four to five years of experience in basic field engineering, outside plant, GIS knowledge/understanding, and business communications is preferred. Strong computer experience is preferred.

Equipment Used:

Telephone; FAX, calculator, computer, monitor, printer, hardware and software packages, computer peripheral equipment i.e., mouse, keyboard; Microsoft Suite.

Additional Requirements:

- Will be asked to provide 39 months driving record. Position requires insurability under GRTI insurer requirements.
- Will be required to pass a pre-employment drug screen and background check.

As a matter of Company policy, all employment is on an at-will basis, meaning that employment shall last for so long as mutually agreeable. Either the employee or the Company may terminate the employment at any time with or without cause.

Preference in filling vacancies is given to qualified enrolled Gila River Indian Community Members, other Indians, and non-Indian spouses of officially enrollment Community members in accordance with Tribal Employment Rights Office (T.E.R.O.) Ordinance (No. GR-02-09, Gila River Indian Community).