



Job Brief

We are looking for a self-motivated, independent and disciplined individual for Field Management and Compliance Observation of Telecommunications Outside Plant (OSP) construction. The employee must be able to work in the field with minimal oversight, but periodic reporting. Must be able to work closely and effectively with the client/owner, the contractor, other EPI field and/or office personnel to deliver the desired project completion. The goal is to drive project success that meets or exceeds expectations of project quality, budget and schedule.

Job Title:	Resident Field Manager	Project Location(s): New Mexico, Texas	Home Office Location: Lubbock, Texas
Travel Required:	100%	Position Type:	Full Time
Resumes Accepted By:			
FAX OR E-MAIL: 806.701.5398 or jay.holcombe@epi-cc.com Subject Line: Resident Field Manager Attention: Jay Holcombe		MAIL: EPI Communications Consultants Attn: Jay Holcombe 4412 74 th Street, Suite C-100 Lubbock, Texas 79424	
Job Description			

ROLE AND RESPONSIBILITIES

Field management and compliance of Outside Plant (OSP) construction projects to verify adherence to Rural Utility Service (RUS) 515 OSP Contract and Specifications. Maintain required project documentation.

Primary Responsibilities:

1. OSP Field Design
 - a. Utilizing EPI provided GPS enabled viewer/markup tools, verify existing subscribers and/or potential subscriber locations as outlined within a project scope of services prior to field design activities. Information gathered should include business, residential, municipalities, churches, schools, etc. Businesses should include proper business names and correct GPS referenced locations.
 - b. Land base verification – Verify EPI provided digital land base to correct any missing and/or inaccurate land base features. Any missing roads, existing developments or other features should be identified to EPI office staff for corrections;
 - c. Future developments – identify any new business/residential developments and research potential developments within the project serving area for subsequent additions/corrections to the land base.

2. Field Staking:
 - a. Follow and adhere to Pre-Staking guidelines established between EPI and Client;
 - b. Follow and adhere to EPI's established staking procedures, including established construction units provided by EPI prior to Staking assignment;
 - c. Record all applicable construction units, Right of Way measurements and GPS locations, to include the following:
 - i. Cable placement, footage measurements, RoW corridor information, RoW 'running line' location per public utility permitting requirements;
 - ii. Identify and document presence of any existing utilities in the proposed placement corridors;
 - iii. Identification and recording of detailed RUS units as applicable during field staking;
 - iv. Assemble a detailed construction unit tabulation utilizing EPI unit tabulation template;
 - v. Detailed review of staking progress with EPI office staff prior to return from the field;

3. Construction Management:
 - a. RUS OSP 515 Contract: Thorough knowledge of OSP 515 Contract and Specifications required. Assist Contractor with interpretation and explanation of contract, specification requirements; assist Contractor to ensure compliance with the terms of the OSP contract; escalate non-compliance immediately to EPI staff and Client as necessary;
 - b. Construction Sheets, special drawings: Detailed knowledge of construction sheets and special drawings, unit designations and requirements; ability to interpret/explain construction units to ensure compliance with the terms of the OSP Contract;
 - c. Construction Activities: Daily coordination with the Contractor, Owner and EPI office staff, including any changes occurring from RoW stipulations, route additions/removals, other;
 - d. Prepare required regular construction management reports as established by EPI and Client;
 - e. Maintain a detailed 'as-built' construction unit tabulation; assist EPI and the Contractor with weekly construction unit reconciliation; assist EPI office staff with monthly OSP Contractor Unit Invoicing summaries, approvals;
 - f. Maintain and update digital field project records and reports on EPI provided network access location;

QUALIFICATIONS AND EDUCATION REQUIREMENTS

1. Education: High School Diploma or GED required; Valid driver's License;
2. Experience: Five (5) or more years of field construction management, RUS project experience required. Fundamental knowledge of the following, included but not limited to: OSP Fiber to the Home (FTTH) implementation project knowledge; reading and interpreting OSP engineering records, construction records, design plans, drawings and RoW permitting information; fiber optic assignment records; subscriber records.
3. Communication Skills: Ability to communicate with internal and/or external Clients and provide explanations and/or information on technical issues. Effective written and verbal communication skills required;
4. Computer Skills: Utilize Windows based programs to fulfill job requirements, included but not limited to the following:

- a. Microsoft Outlook: Utilize EPI Outlook for regular communications, contacts, project documentation;
 - b. Microsoft Excel: Utilize EPI Excel reporting forms as required; use of EPI construction unit spreadsheet templates and the ability to generate pivot table unit summaries from Excel;
 - c. Microsoft Word: Utilize Word for regular project reporting.
 - d. Microsoft Project: Ability to read, understand and apply Microsoft Project GANTT charts to monitor and manage construction project schedules and/or escalations;
 - e. General Windows applications: Ability to enter time/expense reports with EPI established systems; setup, manage peripheral devices, print, scan, etc;
5. Work Conditions: Outdoors and field office environment;
 6. Physical Demands: Requires occasionally performing activities including but not limited to: Bending, stooping, grasping, reaching, twisting, turning and/or lifting;

ADDITIONAL NOTES

This job description is subject to change at any time.