



JOB DESCRIPTION

Job Title: Crewleader
Department: Operations
Reports To: OSP Supervisor

FLSA Status: Non-exempt
Represented by the Association: Yes

Job Summary: This position performs all aspects of construction and maintenance of outside plant aerial and buried cable facilities and directs work of crewmen.

Essential Job Duties and Responsibilities:

- Work with the Outside Plant Construction Supervisor to schedule and assign work.
- Responsible for safety, maintenance, and operation of equipment and machinery used by the crew. Responsible for reporting daily the use of material and supplies used by crew.
- Direct the work of the crewman.
- Perform Install and Repair work as needed.
- Perform splicing, grounding and cable locations.
- Responsible for on site job safety including hard hat, vehicle and traffic control devices.

Additional Job Duties and Responsibilities:

- Perform other duties and responsibilities as required to fulfill job function or as assigned.

Knowledge, Skills, and Abilities:

- Knowledge of:
 - company policies, procedures, products and services.
 - general telephony plant and construction process and practices.
 - test equipment, switches, electronic equipment and all types of cable.
 - general office practices and procedures.
 - time management and organizational skills.
- Skill to:
 - operate various office equipment such as a computer, copy machine, fax machine and multi-line telephone.
 - operate various vehicles and construction equipment.
- Ability to:
 - work independently or in a team.
 - think analytically and be a problem solver.
 - communicate effectively, both in writing and in speaking, with customers, co-workers, and various business contacts in a courteous and professional manner.
 - obtain and maintain a valid Montana Commercial Driver's (CDL) license, Type I, Class A, with airbrake endorsement., as well as have a good driving record and be insured under the Company insurance policy.
 - work completely and accurately under time constraints and deadlines.

- read cable records, staking sheets, specifications, and circuit diagrams.
- provide excellent customer service.
- work in a safe and effective manner.

Education and Experience:

Any combination equivalent to the following education and experience that would provide the required knowledge, skills and abilities would qualify. A typical way to obtain the knowledge, skills and abilities would be:

High School diploma or equivalent; 2 to 4 years of experience in construction of outside plant facilities, including some experience in leading construction projects and/or leading personnel.

Physical and Other Requirements:

This position may require 8 to 10 hour days, flexible hours and some weekends.

Physical Requirements	0-24%	25-49%	50- 74%	75-100%
Seeing: Must be able to read reports and use computer. Must be able to read and interpret test equipment.				X
Hearing: Must be able to hear well enough to communicate with employees and business contacts.				X
Standing/Walking:			X	
Climbing/Stooping/Kneeling: Must (required) be able to erect and work from ladders; may be required to climb and work on poles.			X	
Lifting/Pushing/Pulling: Must be able to lift and carry up to 50 lbs.			X	
Fingering/Grasping/Feeling:		X		
Driving: Occasionally may drive up to 75% of a workday.		X		

Working Conditions:

This factor measures the surroundings or physical conditions under which a job must be done and the extent to which those conditions make the job disagreeable. Consider the presence and relative amount of exposure to dust, dirt, heat, fumes, contaminants, cold, noise, vibration, wetness, etc.

Somewhat disagreeable working conditions due to the continuous exposure to one or more of the elements listed above. Exposed to one element continuously or several elements occasionally but usually not at the same time.

Additional Information:

This job description is not intended to be all-inclusive, and employee will also perform other reasonably related business duties as assigned by immediate supervisor and other management as required. Blackfoot reserves the right to revise or change job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.

Employee Acknowledgement

Date

Effective Date: July 15, 2003; March 1, 2014