



## JOB DESCRIPTION

**Job Title:** Outside Plant (OSP) Facilities Designer  
**Department:** Operations  
**Reports To:** Engineering Supervisor

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

**Job Summary:** This position is responsible for designing cable additions and obtaining rights-of-way and permits for work orders to satisfy or prevent held service orders.

### **Essential Job Duties and Responsibilities:**

- Plan and design OSP cable additions required to satisfy held service orders or to reinforce facilities nearing exhaustion in the OSP distribution cable network, including securing all required permits and easements and preparing staking sheets.
- Assist in the planning for all new subscriber carrier system additions and provide input to the engineers preparing capital budget proposals regarding congested feeder facilities and potential access line growth areas.
- Field check work orders and line relocations. Inspect completed work orders to insure compliance with RUS specifications.
- Coordinate highway relocation projects with the Montana Department of Transportation, highway contractors, and internal construction crews or outside contractors.
- Maintain accurate and updated records on the outside plant network including fiber routes, rights-of-way, and easements.

### **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 office practices and procedures.
  - engineering practices and principles.
  - industry regulations affecting engineering projects.
  - time management and organizational skills.
- Skill to:
  - gather and report numerical data and produce statistical reports.
  - operate various office equipment such as a computer, copy machine, fax machine and multi-line telephone.
- Ability to:
  - work independently.
  - 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.
  - work completely and accurately under time constraints and deadlines.

- obtain and maintain a valid Montana driver's license, have a good driving record and be insured under the Company insurance policy.
- read, analyze, and interpret reports.
- 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:*

Bachelors' degree in electrical engineering or related field; 2 to 5 years of experience in an engineering related field working on telecommunications outside plant networks. Experience with engineering and plant computer programs, scheduling systems, CAD and spreadsheets is preferred.

**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:	X			
Lifting/Pushing/Pulling:	X			
Fingering/Grasping/Feeling:				X
Driving: Including roadless and non-trailed areas.		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.

Generally good working conditions with the absence of disagreeable conditions. However, may be dirty or involve occasional exposure to some of the elements listed above and various weather conditions.

**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.

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Employee Acknowledgement

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Date

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