

Position Title: GIS/CAD Technician

Department: OSP Engineering

Reports To: OSP Engineering & Mapping Director

FLSA Status: Non-Exempt

General Summary:

The purpose of this position is to utilize Geographic Information System (GIS) mapping software to accurately design and represent telecommunication networks, including Fiber to the Premise (FTTP), Copper Telephony Systems, HFC (Hybrid Fiber Coax) cable nodes, & Outside Plant (OSP). This position is primarily an office environment design position utilizing the latest GIS and design software but may require periodic field work. Preparation of construction and installation drawings, involving labor and bill of materials. This position will be part of the existing GIS Team. Processes staking projects to completed As-Built records. Works closely with Accounting to maintain inventory and plant asset accounts. Reporting location will be one of the following: Blountsville office in Alabama or our Pineland office in New Gloucester, Maine.

Essential Job Functions:

- Work with Otelco Engineering & Mapping and review current Outside Plant (OSP) design to understand principles and practices of current system designs.
- Perform database updating for OSP Infrastructure in Fiber-to-the-Premise, Copper/DSL Telephony, and Hybrid Fiber Coax systems utilizing As-Built drawings and mobile electronic data collection.
- Mapping of all network design for Fiber to the Premise deployment & other telecommunications customers.
- Produce maps of the existing, engineered, and planned Outside Plant design.
- Work with Field Engineers to ensure OSP and address data in all systems accurately reflect As-Built state.
- Document completed construction service orders daily in Map Wise and iVUE.
- Produce monthly reports detailing footage for existing, engineered, and planned OSP by aerial, Underground, Fiber Type, Fiber Count by market, by use (Metro or Long Haul) with available capacity.
- Review tickets assigned by field personnel to fix or modify/update records after fiber damage, road moves, and audits.
- Works closely with Accounting to maintain inventory and plant asset accounts.

- Must have valid driver's license and meet company insurability requirements.
- Performs all other related duties as assigned by management. *

*These tasks do not meet the Americans With Disabilities Act definition of essential job functions and are usually less than 5% of time spent. However, these tasks still constitute important performance aspects of the job.

Knowledge, Skills, and Abilities:

- Prefer 2-years' experience with GIS/CAD software. Esri experience highly desired. Map Wise experience a plus
- Experience with Google Maps/Earth, AutoCAD, Esri, Adobe Acrobat, and Microsoft Office Suite
- Attention to detail is paramount
- Ability to read and interpret legal land descriptions and easement agreements
- Ability to work independently on multifaceted projects
- Strong verbal and written communication skills to present facts clearly and accurately in graphic form
- Experience working to tight deadlines
- Excellent analytical skills
- Must be able to work overtime as required

Education and Experience:

High School Diploma or equivalent. Associates Degree in GIS/CAD Preferred.

Physical Requirements:

PHYSICAL REQUIREMENTS	0-24%	25-49%	50-74%	75-100%
Seeing: Must be able to read computer screen and various reports.				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/Pulling/Pushing:		X		
Fingering/Grasping/Feeling: Must be able to write, type, and use phone system.				X

Working Conditions:

- Work primarily in a climate-controlled environment with minimal safety/health hazard potential. Sedentary, sitting, walking, occasional lifting (overhead, waist level) from floor, bending, frequent near vision use for reading and computer use. Independent lifting ability of up to 25 lbs.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

OTELCO is an equal opportunity employer and does not discriminate on the basis of age, sex, gender identity, color, race, creed, national origin, religious persuasion, marital status, political belief, or disability.