

Position Title: Senior OSP Licensing Coordinator
Reports To: OSP Licensing Manager

Department: Plant
FLSA Status: Exempt

General Summary:

The Senior OSP Licensing Coordinator manages all facets of the utility pole attachment licensing process from application to license. In addition, the Coordinator is responsible for reviewing all make ready for compliance, assisting in timely submittal of utility applications and payments in their assigned region. Assists OSP Engineers and Managers to resolve questions or concerns with applications and licensing.

Essential Job Functions:

- Review all make ready determinations for NESC and Telcordia Blue Book compliance
- Discuss make ready determinations with utilities to find solutions to high cost, long lead time work.
- Direct utility coordination of the licensing process on projects
- Produce reports to utilities on pending Applications with a specific focus on past due dates
- Maintain diligent records and files
- Actively seeks to resolve licensing delays quickly and efficiently during the life cycle of the project.
- Support OSP Engineers and Managers, as needed, by working with all utilities and others to overcome application and other licensing challenges.
- May support OSP Engineering with submitting applications to utilities for pole and conduit joint use, including creating and submitting check requests for all licensing related payments
- Works closely with subcontractors on all relative matters regarding licensing
- Enhance the department and organization by exploring new opportunities to add cost savings and value to the company.
- Complete special projects and other duties as assigned to support the business.
- Provides support coverage for the OSP Licensing Manager

Knowledge, Skills, and Abilities:

- Knowledge of telecommunications construction and maintenance requirements and regulations.
- Knowledge of telecommunications equipment, networks and processes including fiber optics and DSL.
- Knowledge of ArcGIS, QGIS, SiteTracker, Google Earth, IkeGPS, Fulcrum, and Lidar preferred.
- Knowledge of management principles and practices.

- Knowledge of company products and services.
- Knowledge of company policies and procedures.
- Skill in operating various office equipment such as personal computer, various software programs, and telephone systems.
- Skill in oral and written communication.
- Skill in reading and interpreting technical documents and forms including purchase orders, invoices, expense reports, time reports, material requisition forms, work orders, trouble tickets, and service orders.
- Ability to communicate with customers, employees, and various business contacts in a professional and courteous manner.
- Ability to organize and prioritize multiple work assignments.
- Ability to pay close attention to detail.
- Ability to make sound decisions using information at hand.
- Ability to create a team environment and sustain employee morale.
- Ability to perform job duties, even if it means working beyond a 40-hour work week.

Education and Experience:

High School diploma or equivalent plus one to three years of specialized training. A successful candidate would have previously worked in a pole licensing role, pole data collection role, plant development and design, or Project Management.

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
Sitting:			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:

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.

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.