

<b>Title:</b>	<b>Construction Laborer</b>	<b>Date Prepared:</b>	9/20
<b>Reports To:</b>	Construction Supervisor	<b>FLSA Status:</b>	Non-Exempt
<b>Dept./Location:</b>	Plant / West Branch, IA	<b>Approved By:</b>	JSM/MLB

### I. Purpose of Position

Labor Position: Assist in constructing telephone facilities; maintaining equipment, facilities and grounds; assist with customer installations and trouble repair; locates; fiber and copper splicing and various duties as assigned.

### II. Duties & Responsibilities

✓ = Indicates items which are essential to this position.

- ✓  Assist Construction Supervisor (CS) in optimizing procedures for efficiency.
- ✓  Follow public safety precautions and use of prescribed safety equipment and practices.
- ✓  Perform installation and splicing of fiber-optic and copper conductor cables.
- ✓  Follow work assignments and work area for adherence to company standards and notify CS of job completion.
- ✓  Respond to outside plant emergency calls as directed by CS and/or Plant Operations Manager.
- ✓  Maintain equipment and materials in a clean, organized manner.
- ✓  Respond to initial customer complaints concerning work projects, escalate to CS as appropriate.
- ✓  Safely operate power equipment used in line construction, maintenance, and clearing right-of-way obstructions and hazards.
- ✓  Make recommendations to CS on policies and procedures concerning construction issues.
- ✓  Understand outside plant practices and specifications, remain alert to the considerable hazards in the construction or maintenance of outside plant, including falls, electric shock or flash, dangers of inclement weather, falling objects, traffic, and promote the use of protective equipment and safety practices.
- ✓  Maintain right-of-way, including patching roadways and backfill areas and locate cables for standard and emergency locates.
- ✓  Provide details necessary to CS to update construction maps and staking sheets as directed.
- ✓  Assist with construction of new, and removal or rearrangement of existing aerial and underground lines, cables, and conduits.
- ✓  Track inventory and cable footages as directed.
- ✓  Submit time, mileage, fuel, material and equipment charge-outs and all other clerical forms as directed and follow required procedures.
- ✓  Receive clear performance expectations and performance feedback.
- ✓  Communicate with CS regularly and consistently regarding project scheduling and status.
- ✓  Perform other duties assigned for effective operations of the Company.

### III. Knowledge & Experience

- Related experience preferably in underground plant operations.
- Computer literacy including a working knowledge of Apple iPad, smartphones, Microsoft Office products, email and Internet searches.
- Need to have a valid driver's license and be 18 years old or older at time of hire.

### IV. Skills, Abilities, Qualifications or Expectations

- Requires a high level of attention to detail, schedules, and an ability to juggle and prioritize multiple projects.
- Good written and verbal communication skills
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to complete reports, and follow procedures and instructions.
- Ability to apply common sense understanding to carry out instructions from written, oral, or diagram form.
- Activities may be necessary outside normal business hours. Must be able to periodically respond to "on-call" or emergency maintenance situations.
- Ability to calculate figures and amounts and apply basic mathematical concepts.
- Establish and maintain effective working relations with staff.
- Acquire and maintain a valid commercial driver's license (CDL).

### V. Environmental Conditions

- Environment with exposure to outside weather conditions, fumes, dust, odors, moving mechanical parts, high precarious places, risk of electrical shock, moderate noise levels, and frequent vehicular travel.
- Normal visual acuity to consistently distinguish color codes used in industry.
- Frequent maneuvering and manipulation of parts and equipment weighing up to 50 lbs.

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- Periodic maneuvering of equipment weighing 50 to 100+ lbs.

## **VI. Equipment & Tools**

Daily use of: Various construction equipment, power & hand tools, ladders, computer, iPad, Smartphone, and NISC software.

Regular use of: Backhoe, lawn plow, main line cable plow and other construction equipment, spade, shovels and other hand tools.

*The above is intended to describe the general content and requirements of this position. It should not be viewed as all encompassing or an exhaustive list of duties and responsibilities. Other duties may be assigned as required by business necessity.*