

CENTRAL GEORGIA ELECTRIC MEMBERSHIP CORPORATION
Job Description

JOB TITLE: Fiber Asset Coordinator

SUMMARY: Coordinates activities related to CGEMC fiber assets. Implements processes to support fiber design, construction, and maintenance. Ensures proper record retention and fiber asset documentation using CGEMC mapping platforms. Facilitates CGEMC fiber expansion and deployment activities. Possesses a working knowledge of passive optical networks.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following (other duties may be assigned):

Coordinates CGEMC fiber operations and maintenance activities.

Participates in outage restoration efforts as the liaison to fiber restoration resources.

Correlates electric outage and optical network terminal (ONT) status information to ensure timely restoration of broadband services.

Coordinates with the Engineering department to ensure support of cooperative Smart Grid initiatives. Prioritizes restoration of Smart Grid communication outages.

Coordinates with the GIS department to ensure timely and accurate mapping of fiber assets.

Coordinates with CGEMC, Conexon, Conexon Connect, and/or contract resources to ensure properly executed fiber maintenance and quality broadband service delivery.

Resolves customer complaints regarding fiber construction/maintenance.

Resolves customer issues related to broadband service delivery.

Investigates fiber damage incidents. Coordinates necessary repairs and supports damage claim estimates/billing processes.

Analyzes fiber maintenance contractor workload and provides recommendations regarding the necessary resources to ensure efficient and timely completion of assigned activities.

Monitors fiber asset inventory and recommends material levels required to ensure timely repairs to the CGEMC fiber network.

Prepares material requisitions for fiber maintenance and new construction activities.

Recommends and coordinates changes to fiber material, maintenance, and construction standards.

Develops procedures to implements industry best practices for fiber asset maintenance.

Inspects completed fiber construction and maintenance work prior to approval for payment.

Reviews for accuracy invoices related to fiber infrastructure design, construction, and maintenance.

Develops and maintains a working knowledge of software platforms utilized by CGEMC for customer information, billing, asset management, mapping, etc.

Routinely patrols the distribution system for fiber-related issues.

Available for after-hours work, as needed.

Develops and implements procedures for off-system fiber deployment including but not limited to: customer communication; job cost estimating, fee collection, easement collection, design/construction, and customer installation coordination.

Coordinates within the Asset Management department to ensure comprehensive fiber asset inspections and to leverage this data to properly maintain the fiber network.

Monitors electric staking and construction activities to prepare (or have prepared) the proper and timely design and installation of new fiber assets.

Coordinates the transfer of fiber assets to new poles as warranted.

Coordinates with the Staking department to ensure proper permits are secured for fiber assets during the permitting processes for electric construction (i.e. – DOT, railroad, transmission lines, etc.).

Performs other functions and responsibilities as assigned.

Aware of and complies with Central Georgia EMC policies on Affirmative Action, Equal Employment Opportunity, and non-discrimination of customers on any benefits offered by CGEMC.

Complies with CGEMC's safety rules and regulations while performing duties.

Complies with OSHA rules and regulations.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

High School Diploma or equivalent; Bachelor's degree in fiber network related field; ten years related experience and/or training; or any equivalent of education or experience which provides the necessary knowledge, skills, and abilities to satisfactorily perform the duties. Experience in reading and understanding utility designs and specifications required. Experience working with the National Electric Safety Code (NESC) and Rural Utility Service (RUS) specifications preferred. Experience in fiber design and construction is preferred.

LANGUAGE SKILLS:

Ability to read and comprehend instructions, correspondence, and memos. Ability to effectively present information in one-on-one situations to customers and other employees of the organization.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, percent, and draw and interpret bar graphs.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid Georgia driver's license.

OTHER SKILLS and ABILITIES:

Must be familiar with standard first aid and CPR. Excellent computer and communication skills required.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to stand, walk, stoop, kneel, crouch, and manipulate (lift, carry, move) light to medium weights of 10-50

pounds. Requires good hand-eye coordination, arm, hand, and finger dexterity, including the ability to grasp, visual acuity to use a keyboard, and to operate equipment and read information. The employee is required to sit, reach with hands and arms, talk, and hear.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions.

The noise level in the work environment is usually moderate.

Will be randomly tested for drugs and alcohol.