



### Job Opportunities

Thank you for your interest in employment with the City of Anacortes. Applicants are encouraged to review the [employment opportunities](#) page for helpful information about the City's selection process.

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### Anacortes Employment

#### Outside Plant Coordinator

The City seeks a construction manager to oversee all aspects of the outside plant portion of its Municipal Fiber Network.

[APPLY HERE!](#)

[Job Description Link](#)

\*Interviews for those selected will be held on Friday, August 30, 2019.

JOB TITLE: Outside Plant Coordinator

DEPARTMENT: Fiber

REPORTS TO: Municipal Broadband Business Manager

FLSA CLASSIFICATION: Non-exempt

PRINCIPAL PURPOSE OF JOB: Oversees all aspects of outside plant (OSP)

### Job Details

**Category**

Anacortes Employment

**Status**

Open

Regular full-time. Non-exempt. WA State Public Employee's Retirement System (PERS). Deferred compensation plans.

Medical, dental and vision benefits. Short term and long-term disability. Life Insurance. Employee Assistance Program. Section 125 Flexible Spending. Gym discount. Generous sick, vacation & holidays.

**Salary**

Range: \$4,822 to \$5,428 per month

**Posted**

August 9, 2019 11:30 AM

**Closing**

August 23, 2019 12:01 PM

design, engineering, planning, deployment and maintenance for the City's Municipal Fiber Network (MFN), directly managing the work of external contractors for those tasks.

**LEVEL OF AUTHORITY:** Responsible for sound judgment, thoroughness and competence, where failure to perform effectively and efficiently could have serious impact on municipal operations, public relations, MFN capital and operating expenses, and the efficient use of resources. Is responsible to ensure that safety is the highest priority at all times. Represent City & MFN in interactions with private property owners, utility pole owner staff, CATV facilities staff, telephone company facilities staff, other telecommunications company facilities staff and City Planning Services staff. Oversee and project manage work of outside contractors.

**ESSENTIAL JOB FUNCTIONS:**

1. Plan and oversee the design, permitting, construction and maintenance of the OSP portion of the MFN.
2. Act as the MFN's primary interface with owners of network infrastructure that the MFN must attach to, occupy or otherwise use.
3. Act as the MFN's primary interface with entities from whom the MFN must obtain construction permits, right of way permits or easements.
4. Identify the equipment and supplies needed by the MFN to construct, install and maintain the OSP portion off the MFN.
5. Estimate MFN's cost to extend its network to new customer sites.
6. Establish safety standards and ensure that contractors and MFN employees conform to those standards.
7. Work with City Contract Specialist to identify, qualify and contract with contractors to work on MFN OSP.
8. Prepare permit applications.
9. Plan MFN and contractor work as required by notices from parties to whose poles MFN cables are attached.
10. Review other parties' plans and documents for conflicts with MFN OSP infrastructure.
11. Interact with other City personnel and departments to maintain close coordination of MFN OSP infrastructure maintenance.
12. Assist in planning route designs for new customer installations.
13. Remain on-duty during network outages related to OSP damages until network is fully restored.
14. Assist in creation and management of fiber management documentation.
15. Provide periodic status reports to Municipal Broadband Business Manager.
16. Perform as-needed OSP troubleshooting, maintenance and repairs.  
Perform as-needed optical testing and fusion splicing.
17. Review contractor invoices for accuracy.
18. Act with Municipal Broadband Business Manager's delegation of authority as required.
19. Participate in periodic physical inventory counts.
20. Regularly contribute to troubleshooting guide revision process.
21. Participate in periodic staff meetings.
22. Work in office, out of doors and at customer locations.

## 23. Maintain regular, reliable, and punctual attendance.

### QUALIFICATIONS:

1. High School diploma or GED® credential.
2. Associate degree in Construction Management, Project Management, Business Management, or related field, OR any combination of training and experience which provides equivalent knowledge, skills and abilities.
3. Stable employment history over past five years defined as no more than two different employers AND no employment period with a given employer less than eighteen consecutive months. Work as an independent contractor for a period of eighteen or more consecutive months will be considered the equivalent of having worked for a single employer during that period of time.
4. At least three years of experience in any combination of the following:
  - Aerial cable deployment, maintenance and/or repair
  - Underground cable and/or conduit deployment, maintenance and/or repair
  - Inside wiring deployment, maintenance and/or repair
  - Right-of-way permit application preparation
  - Utility pole attachment application preparation
  - Telecommunications OSP infrastructure as-built documentation

PLUS at least two years of experience in any combination of construction management, project management or business management OR any combination of training and experience which provides equivalent knowledge, skills and abilities.

### KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to:

1. Maintain absolute public and personal safety while accomplishing routine and assigned tasks.
2. Effectively communicate with a broad range of individuals such as business owners, business managers, professional engineers, construction supervisors & foremen, construction workers and day laborers.
3. Read and understand complex drawings indicating existing and planned roadways, utility infrastructure and other features.
4. Simultaneously manage multiple OSP construction and maintenance projects.
5. Perform accurate mathematical calculations such as addition, subtraction, multiplication and division.
6. Create or oversee the creation and maintenance of complex as-built documentation.
7. Operate optical test and repair equipment such as optical power meters, optical time domain reflectometers, fiber cleavers and fusion splicers.
8. Use a telescoping measuring stick to measure height above ground of various aerial cables and pole attachment hardware.
9. Operate vehicles – including occasionally towing and backing trailers – in a safe and lawful manner.
10. Occasionally operate heavy equipment such as large trucks and/or a bucket

11. Occasionally handle aerial and underground fiber optic cables.
12. Use power tools such as drills & saws and hand tools such as screwdrivers, hammers & wrenches.
13. Climb and maintain balance on step ladders and extension ladders.
14. Use Microsoft Office suite to: (i) create & edit documents such as memos, letters, reports, presentations and other documents; (ii) communicate via email; and (iii) make appointments & maintain a calendar.
15. Use one or more software drawing applications to create graphics for right-of-way permit applications, utility pole attachment applications, easements and as-built documentation.

Knowledge of:

1. Aerial telecommunications cable deployment, maintenance and repair.
2. Underground telecommunications cable and/or conduit deployment, maintenance and repair.
3. Telecommunications infrastructure use of rights-of-way and easements.
4. Telecommunications infrastructure as-built documentation.
5. Applicable local, state and federal laws, rules and regulations (including applicable FCC regulations, National Electrical Safety Code [NESC], National Electrical Code [NEC], and utility pole owners' guidebooks).
6. Safety practices related to handling optical fiber, handling chemicals & consumables related to splicing optical fiber, working near electrical power infrastructure, working aerially using bucket trucks & hydraulic lifts, working in excavated areas, working in confined spaces such as attics and crawlspaces, use of hand tools, and use of power tools.
7. Fiber optic cable handling procedures.
8. Fiber optic cable termination procedures.

PHYSICAL:

Work is performed in an office, meeting room, outdoor and customer premise environments where noise and frequent interruptions are often present. Work requires reaching, twisting, turning, kneeling, bending, squatting, normal range of hearing and visual acuity, eye/hand coordination and manipulation skills to operate a variety of office equipment, computers and telephone, as well as the ability to sit for extended periods of time and access all areas of the facility and customer premises including stairs. Must be able to push, pull, or lift ten pounds and carry twenty pounds. Work is often performed under the stress associated with the need to meet inflexible deadlines.

OTHER:

• The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility; but should not be considered an all-inclusive listing of work requirements. Individual may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload. The omission of specific statements of duties does not exclude them from the

position if the work is similar, related or is a logical assignment to the position.

Individuals may perform other duties as assigned.

- As an absolute condition of employment, employees are required upon hire to sign a drug-free workplace agreement and an agreement not to use tobacco products in any form while on the job.
- Following an offer of employment, and prior to starting work, individuals may be required to have a pre-employment physical examination by a physician designated by the City of Anacortes. The City will pay for the examination. Satisfactory clearance to perform essential job functions will be required for employment.

Are you able to perform the essential functions of this job, Including attendance, with or without accommodation?

Yes \_\_\_\_ No \_\_\_\_

If testing is required, will accommodation be necessary?

Yes \_\_\_\_ No \_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Qualifications**

High School diploma or GED® credential. Associate degree in Construction Management, Project Management, Business Management, or related field, OR any combination of training and experience which provides equivalent knowledge, skills and abilities. Stable employment history over past five years defined as no more than two different employers AND no employment period with a given employer less than eighteen consecutive months. Work as an independent contractor for a period of eighteen or more consecutive months will be considered the equivalent of having worked for a single employer during that period of time. At least three years of experience in any combination of the following: Aerial cable deployment, maintenance and/or repair. Underground cable and/or conduit deployment, maintenance and/or repair Inside wiring deployment, maintenance and/or repair Right-of-way permit application preparation Utility pole attachment application preparation Telecommunications OSP infrastructure as-built documentation PLUS at least two years of experience in any combination of construction management, project management or business management OR any combination of training and experience which provides equivalent knowledge, skills and abilities.

WASHINGTON

## CONTACT US

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## HELPFUL LINKS

- Anacortes Chamber of Commerce
- Anacortes Island Hospital
- Anacortes School District
- Port of Anacortes
- Reservations: Campsite, Picnic Shelter, Group Tent Site, and Storvik Park Shelter
- Register for a Sport, Class, or Event

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