

Atlantic Broadband Job Description

Job Title: Lead Construction Coordinator

Summary Coordinates activities of workers concerned with implementing network construction projects

MUST HAVE PRIOR CABLE EXPERIENCE TO BE CONSIDERED

Essential Duties and Responsibilities include the following. Other duties may be assigned.

The ability to work with construction personnel and coordinate construction efforts through in-house and contract labor for new construction, rebuild projects, new MDU installations & upgrades.

Operate hand tools, power tools and ladders to make necessary repairs and upgrades to MDU's, not limited to, but including, reattachment and replacement of MDU boxes, molding, coax, conduit, underground pedestals, vaults, aerial and underground feeds, passive replacements, grounding hardware and coax splicing.

Compile and track information for annual budgeting on capital projects.

Assure that all standards for quality and safety are met.

Coordinate capital request to meet project deadlines, quality checks for payment of completed work.

Interface with utility companies, city, counties, and state public works organizations to complete mutual and individual goals.

Acquire contractors to perform construction and maintenance labor.

Provide detailed cost estimates for proposed projects.

Plan and direct construction activities and establish priorities in keeping with effective operations and cost factors.

Review and analyze service, quality control, maintenance, and operational reports to determine causes of nonconformity with specifications.

Update the One-Call mapping as construction is built or removed.

Computer Skills

Microsoft Outlook, Excel and Word. Optional: Power Point & C.A.D.

Certificates, Licenses, Registrations

Valid driver's license, satisfactory driving record within Company required standards.

Other Skills and Abilities:

- Read & upgrade system design maps.
- Knowledge of the physical construction and design of aerial and underground of broadband plant, including coax & fiber.
- Knowledge of MDU installations to effectively design and cable routes on existing and new MDU's
- Basic knowledge of the operation of a signal level meter, TDR, RSVP return meter, OTDR and optical light meters.