

At New Lisbon Broadband and Communications (NLBC), we provide high-speed Fiber and Wireless Internet, as well as residential and commercial telephone service, to more than a dozen Indiana Communities. Navigate, Lead, Build and Connect. Everything we do is geared towards keeping you connected to your family, friends, business – and the world. We take great pride in simplifying the process of providing internet, phone and tv services. We will guide you through the process and build the perfect plan that will keep you connected and enrich your life.

Are you looking to play an important role on a winning team? Are you looking for more than just a job, but a place where you can truly thrive and have your daily contributions make a real difference? At NLBC, we're a growing company where you can lend your skills and talents in support of a greater mission. In return, you'll get to work with great people that will accelerate your personal growth.

OSP Field Specialist and Project Manager: *Full-time and Onsite*

As a Member of the Operations Team, you will prepare and design drawings for construction of new and removal or rearrangement of existing aerial and buried cables, conduits and wireless applications. Designs and prepares field drawing and staking sheets for new fiber optic cables in support of advanced service offerings. Selects routing for buried and/or aerial lines and determines equipment requirements. Prepares detailed construction and installation drawings and estimates equipment, labor, and material costs. Prepares, negotiates and secures necessary permits, easements and rights-of-way. Coordinates with Contract Supervisor on as-built drawings from construction contractors. The OSP Field Specialist and Project Manager shall assist the Operations Manager in completion of the capital and operational budgets. In addition, will be responsible for drawing input, plant accuracy verification and management of the company Computer Aided Design (CAD) system. Familiar with multiple CAD systems and databases.

As a Field Specialist, your job functions will be:

- Designs and prepares drawings and staking sheets for new construction, removal or rearrangement of existing wireless, aerial or underground lines, copper and fiber optic cable and conduits.
- Designs and prepares drawings and staking sheets for copper, wireless and new fiber optic routes in support of advanced service offerings.
- Ensures compliance with industry specifications by staking all lines to be built and/or rearranged. Organizes and files necessary paperwork and staking sheets.
- Responsible to assist with department's annual budget by providing basic designs with associated estimates of cost for new and ongoing construction projects.
- Designs and assists in coordinating the installation of optical transmission systems. Assigns cable counts to assist with preparation of cut sheets for cut-overs in copper and fiber outside plant configurations.
- Prepares and reviews as-built material and unit totals prior to close-out of each job or project.
- Reviews invoices and verifies units placed against original estimates.
- Prepares, negotiates and secures necessary permits, easements and right-of-ways.

As a CAD Operator, your job functions will be:

- Responsible for creation of CAD drawings for appropriate projects.
- Responsible for the maintenance of the CAD drawing library according to company standards (file names, directories, drawing types, scans, etc.)
- Familiar with various CAD database and software systems (GIS), including but not limited to ESRI, Autocad and Google Earth.
- Maintain education with regards to new versions of software, hardware, technologies, etc. in relation to the job function and maintain proficiency in the use of CAD software.
- Must be willing to travel to different job sites for the purpose of creating drawings or as-built drawings.
- Incorporate field note data into design criteria generated from the specifications.
- Provide timely, accurate and complete documentation that meets required project standards.
- Develop and maintain a working knowledge of telecommunications and infrastructural design methods commonly used in telecommunications plant design.

What you will bring to the table is:

- Knowledge of telecommunication and engineering practices and principles.
- Knowledge of transmission qualities and capabilities of copper and fiber plant.
- Knowledge of the understanding of FTTH and FTTN design and implementation.
- Knowledge of the electronics and apparatus needed to support advanced fiber technology.
- Knowledge of Central Office switching environment is preferred.
- Knowledge of plant records keeping experience with fiber and copper plant preferred.
- Knowledge of industry regulations affecting engineering projects including NESC Safety Regulations and RUS guidelines.
- Ability to operate various office equipment such as computers, various software programs and telephone systems.
- Ability to identify and resolve problems effectively.
- Ability to organize and prioritize multiple work assignments.
- Excellent oral and written communication skills.

Education:

Associate degree in a related technical field or equivalent work experience

2+ years of CAD experience

5+ years of experience in telecommunications engineering and design

Project Management experience certification preferred

Must possess a valid driver's license

The OSP Field Specialist and Project Manager will receive a base pay partnered with a generous commission plan, benefits that begin day one and quarterly bonuses.

What We Offer:

Medical and Prescription Drug insurance, Dental, Vision, Retirement Savings Plan (401k) with 4% Employer Contribution, Life Insurance, Company Paid Holidays and Company Paid Vacation and PTO

Please send your resume to jobs@nlbc.com and indicate in the subject line that you are applying for the **OSP Field Specialist and Project Manager** position.

No walk-ins or phone calls please.

NLBC is an Equal Opportunity Employer. Qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, citizenship, gender, sexual orientation, gender identity, veteran status, age or disability.

August 4, 2023