

## Job Opportunities

Job Title: Construction Coordinator

Company Name: Steelville Telephone Exchange, Inc.

**Job Description:** Steelville Telephone Exchange, Inc. is seeking a highly motivated individual with proven experience in an ILEC with regulated and non-regulated activities. A degree in Engineering is desired along with three to five years' experience in communications, construction, GPON, Ethernet, Auto-Cad, Excel, Quick T, and federal land grant agencies.

### Responsibilities:

Performing fieldwork for the purpose of ensuring the appropriate equipment is in place and operating effectively to deliver company services, overseeing, inspecting, and monitoring contractual construction field work, which includes excavations, directional boring, placement of handholes, pedestals, service drops, fiber cable installations, grounding, aerial placement, and spacings, inspecting ground restoration after construction has completed, scheduling work and inspection phases with construction contractor's superintendent and field personnel, advising contractors of violations and recommending adjustments as needed, maintaining project notes (red-lines), which also includes daily logs, etc., validating "as built" records to be true and tabbed with the construction contractor, ensuring all project requirements have been met, validating in conjunction with the Senior Engineer invoiced unit quantities align with construction activities in the field and match unit quantities placed as per red-lines, reading and interpreting splicing schematics, staking sheets, and GIS Shape files, obtaining, understanding, and working with highway and railroad right of way plats, etc. performing design work for the purpose of ensuring service is provided currently and in place for future services opportunities, reviewing existing cable records for fill rates and loading and service areas, listing areas of problems such as bad cable, retiring of outdated cables, and considering growth and future requirement for electronics, understanding, and complying with Sarbanes Oxley, knowing, and understanding RUS codes and units, providing coordination for various activities for the purpose of ensuring plant work is competed in an effective and efficient manner, coordinating with the contractors, expediting construction and cutover, coordinating delivery of materials needed for upgrades, coordinating new requirements with Telco employees, obtaining permits for various plant activities for the purpose of ensuring work can be done in a timely manner and in compliance with requirements, filling out permits for new construction, meeting requirements of the MO Department of Transportation, US Forestry Service, DNR, Counties & City Governments, meeting with private landowners to make them aware of the process for activities, interpreting right of way, showing any offsets in right of way, staking in the field, overseeing cutovers for the purpose of ensuring services are provided to customers in a timely manner, working with splicers (copper and fiber) on acceptance and cutover of new plant, updating records to reflect

new plant and rehab of existing plant to be retained, performing other tasks for the purpose of ensuring all activities of the Outside Plant are addressed in an effective and timely manner, performing acceptance tests, performing tabulations, preparing billings, etc.

Steelville Telephone Exchange, Inc. was founded in 1952 and offers an excellent opportunity for a dynamic individual to manage a growing company. The company serves over 4,100 customers in four exchanges, provides telecommunications services, repair services, long distance, various calling features, Skitter TV, high speed internet, deploys fiber, and rural development along with other business interests. The company has approximately 28 employees and is in Steelville, MO in the southeastern part of the state.

Steelville Telephone Exchange, Inc. offers a comprehensive benefits package and a challenging work environment. Planned growth should make for an exciting opportunity. The salary is commensurate with qualifications and experience.

To be considered submit a resume and salary requirements with three professional references to:

Ron Hudson, TCA  
177 Savior Lane, Hamilton, GA 31811 or  
[rudson791531@gmail.com](mailto:rudson791531@gmail.com)