

Quality Control Coordinator I

Job Summary and Objectives

The Quality Control Coordinator upholds company established guidelines and best practices in the design and construction of fiber projects for economic efficiency and long-term sustainability. The Quality Control Coordinator will perform quality control inspections for the construction of outside plant fiber per written guidelines. The employee will also contribute to progress tracking for the all assigned projects.

Responsibilities and Essential Job Functions

- Assist in evaluating and improving construction specifications and methods.
- Evaluate and compare completed work to written specifications, to ensure that Co-Mo Connect is providing quality construction. Update the written specifications where needed.
- Promote safety when working with employees and contractors. Observe all safety rules. Maintain a safe working environment by adhering to policies, procedures, and regulations.
- Compare completed construction to blueprints to ensure project guidelines were followed, safety considerations were made and the quality of work met company-provided standards.
- Ensure state, county, and local permits are filed appropriately. Work with cooperative electrical engineering department to request private ROW easements when required.
- Preserve confidentiality of company issues when relating to staff, customers, and general public.
- Supports and keeps abreast of bylaws, guidelines, policies/procedures and philosophies of the parent cooperative in an effort to effectively serve and support members and subscribers.

- Always supports the Mission Statement and Core Values.
- Performs other duties as assigned in order to fulfill the objectives of Co-Mo Connect and this position.

These statements are intended to describe the general nature and level of work being performed by people assigned to this position. This is not intended to be construed as an exhaustive list of all responsibilities and tasks that may be assigned.

Relationships

Reports to: Outside Plant Manager

Directs: None

Internal: Regularly confers with Outside Plant Engineer, Outside Plant Project Coordinators, GIS Mapping Technician, Member Services, Network Administrator, Co-Mo Connect employees, and other departments within the parent cooperative as needed.

External: Maintains great relations with vendors, contractors, subscribers, and the general public in carrying out the responsibilities of this position.

Physical Requirements

- Hand-eye coordination. Driving a motor vehicle requires the controlled use of multiple limbs on the basis of what a person observes. Federal regulations require drivers to have normal use of their arms and legs.
- Hearing ability. Drivers need good hearing. Federal regulations require the ability to hear a forced whisper in one ear at five feet (with or without the use of a hearing aid).
- Patience. Because of possible traffic congestion Drivers are put in stressful situations and must be able to continue to calmly operate their vehicle.
- Visual ability. Drivers must be able to pass vision tests. Federal regulations require at least 20/40 vision with a 70-degree field of vision in each eye, and the ability to distinguish colors on a traffic light.
- While performing the duties of this job, the employee is frequently required to sit for long periods of time, stand, walk, use hands to fingers, handle, or feel and reach with hands and arms, and talk or hear, see and inspect, and bend. The employee must lift and/or move up to 50 pounds.
- Exerting 20 to 50 pounds of force may be required occasionally, 10 to 25 pounds frequently, and/or 10 pounds constantly.

Essential Mental Requirements

- Can read, understand, hear, and apply written and spoken directions
- Ability to work in a constant state of alertness and safe manner
- Ability to work in an unfatigued state

- Ability to accurately gauge lengths of time and distance
- Ability to quickly store and recall instructions in one's short term memory
- Ability to concentrate
- Ability to cope with sudden changes in surrounding and/or emergency situations and/or alarms
- Demonstrated caring, committed and concerned attitude about safety
- Ability to rapidly respond to stimuli
- Possess fast reflexes and unimpaired coordination
- Ability to perform tasks involving high levels of cognitive function and judgment
- Ability to take prompt and appropriate response to operating conditions

Qualifications

To perform the job successfully, an individual should have the following education, competencies, and experience:

- High school diploma or equivalent required.
- 1-2 Years of experience in fiber optic outside plant construction and/or project management (preferred)
- Knowledge in fiber optic outside plant construction and fiber network topologies including GPON utilization taps and splitters. Maintenance, repair, and emergency restoration method knowledge is required. A thorough understanding of construction maps, fiber optic networks, and splice diagrams. (preferred)
- Proven ability to plan and organize work to meet deadlines. Work is varied and requires a high degree of accuracy with attention to detail.
- Strong analytical and critical thinking skills with demonstrated problem solving abilities.
- Effective communication skills and the ability to work as a team player.
- Must possess leadership skill.
- Possesses or can possess a Missouri Class E License with 90 days of start date.

Federal Motor Carrier Safety Administration (FMCSA) Safety Rule

Requires mandatory reporting by Drivers of off – duty DUI and Drug Offense Arrest and/or Conviction. In accordance with the authority granted to the Company by the DOT in 49 CFR 382.111 to imposed other requirements to prevent alcohol misuse by Drivers, it is mandatory that Drivers disclose to their supervisor by the end of the business day arrest and/or convictions for all alcohol and/or drug related offenses committed while operating any motor vehicle. This will allow the Company to immediately remove from safety sensitive functions, Drivers who have engaged in off – duty unsafe behavior related to alcohol or drug misuse (which is directly related to their safety sensitive functions performed for the Company) to make determinations as follows: 1) if the Driver is fit for duty; 2) if the Driver is still qualified under DOT regulations to operate a CMV for the Company; 3) if the Driver is still insurable at standard rates under the Company fleet policy; and 4) if the Driver can still meet the essential job functions for the position of Driver. It is an Essential Job Function of every DOT regulated Driver that they be qualified and licensed to operate a CMV without the use of a judicially ordered interlocking device, or similar device as part of a diversion or conviction for an alcohol related offence.

Working Conditions

Normal office conditions, some irregular hours may be required. Occasional day time travel may be required.

The Quality Control Coordinator I is an exempt position.

Co-Mo Connect Powered by Co-Mo Electric Cooperative, Inc. is an Equal Opportunity Employer and employment is at-will.

Reviewed by Supervisor

Printed Name: _____

Signature: _____

Date: _____

Reviewed by Employee

Printed Name: _____

Signature: _____

Date: _____