



Department: Engineering
Reports To: Contract Project Engineer

FLSA Status: Non-Exempt

Job Summary: This position is responsible for Inspection, including all paperwork required, and overseeing contractor construction through closeout, including C.O. and OSP. This position is also responsible to prepare staking sheets and assist with Right of Way for future projects.

Essential Job Duties and Responsibilities:

- Administration of contracts (general or subcontractors)
- Overseeing the quality, timeliness and budget of contract projects
- Working with consulting engineering groups
- Responsible for OSP/CO contract preparation, administration and closeout, including preparation of contract forms
- Oversee supervision of Engineering Inspectors of Consulting Engineers
- Maintain current information on RUS specifications with both RUS and Non-RUS contracts
- Manage the timing of contractor work
- Monitor the quality of materials and workmanship of projects
- Work closely and in a professional manner with Independent Contractor's as well as Consulting Engineering Groups, State and Federal Agencies and Intra Company Departments
- Implement and maintain contracts, complete required inspection, quality assurance testing, and documentation
- Design and implementation of C.O., and OSP facilities including field and GPS surveys, as well as, staking of projects

Additional Job Duties and Responsibilities:

- Perform other duties and responsibilities as required to fulfill job function or as assigned.

Knowledge, Skills, and Abilities:

- Knowledge of:
 - Company policies, procedures, products and services.
 - General office practices and procedures.
 - Must be able to read, interpret, and use RUS standards.
 - Must have good knowledge of OSP facilities construction and application of standards.
 - Must have a good knowledge of Right-Of-Way acquisitions and law; and be able to effectively communicate with permitting agencies and private landowners.
 - Computer based programs.
 - Time management and organizational skills.

General Company Requirements:

- Work independently and be a team player within the department and the organization.
- Exhibit exceptional organizational skills and be a problem solver.
- Communicate effectively, both in writing and in speaking, with customers, co-workers, and various business contacts in a courteous and professional manner.
- Work completely and accurately under time constraints and deadlines.
- Work in a fast pace environment and prioritize multiple work assignments.
- Provide excellent customer service.
- Help promote a safe working environment by following safety procedures.
- Extensive travel is required.

Education and Experience:

Any combination equivalent to the following education and experience that would provide the required knowledge, skills and abilities would qualify. A typical way to obtain the knowledge, skills and abilities would be; Experience with telephone construction and equipment and knowing RUS units. This position requires 2 years experience in OSP engineering.

Physical and Other Requirements:

This position may require 8 to 10+ hour days, flexible hours and some weekends. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Requirements	0-24%	25-49%	50- 74%	75-100%
Seeing: Must be able to read maps, staking sheets, reports, and use computer.				X
Hearing: Must be able to hear well enough to communicate with employees and business contacts.				X
Standing/Walking:			X	
Climbing/Stooping/Kneeling:			X	
Lifting/Pushing/Pulling:	X			
Fingering/Grasping/Feeling:				X

Working Conditions:

This factor measures the surroundings or physical conditions under which a job must be done and the extent to which those conditions make the job disagreeable. Consider the presence and relative amount of exposure to dust, dirt, heat, fumes, contaminants, cold, noise, vibration, wetness, etc. Good working conditions with the absence of disagreeable conditions, aside from travel. Must be able to work in OSP construction activities and have the ability to work outside in various weather conditions.

Additional Information:

This job description is not intended to be all-inclusive, and employee will also perform other reasonably related business duties as assigned by immediate supervisor and other management as required. 3 Rivers reserves the right to revise or change job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.

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