



## JOB DESCRIPTION – ENGINEERING CLERK/ASSIGNOR

**Department:** Engineering

**Reports To:** Engineering Supervisor

**FLSA Status:** Non-Exempt

**Job Summary:** This position is responsible for processing work order requests and assigning work order numbers to various company personnel. This position is responsible for accumulating and coordinating information on work orders, special circuits and DSL accounts, as well as implement, track and update files regarding this information.

### **Essential Job Duties and Responsibilities:**

- Process and issue work orders and miscellaneous material from Engineering to various departments.
- Implement and maintain a software system to track work orders.
- Assist Engineering and Drafting personnel with various projects as needed.
- Assist in the preparation and processing of service orders, permits, easements, maps and staking sheets.
- Assist in implementing and maintaining an accurate and organized filing system for active and closed work orders, special circuits, and right-of-way records and permits.
- Assist in maintaining the right-of-way database.
- Assist in the development of all departments and company budgets as required.
- Assist in research and application of new technologies and products.
- Assist Engineering Supervisor with projects and tasks.

### **Additional Job Duties and Responsibilities:**

- Cross-train co-workers in the necessary databases to maintain consistency in the department.
- Responsible for analyzing service orders and assigning the necessary equipment.
- Input and update plant records in IVUE database.
- Build new facilities records and cut-over information.
- Coordinate processing service orders with Customer Service Representatives and outside employees.
- Perform other duties and responsibilities as required to fulfill job function or as assigned.
- Promote 3 Rivers' products and services.
- Consistently comply with CPNI (Customer Proprietary Network Information) rules.

### **Knowledge, Skills, and Abilities:**

- Knowledge of:
  - Company policies, procedures, products and services.
  - Knowledge of General Office software ie: Word, Excel
  - General office practices and procedures.
  - Must be able to read, interpret, and use RUS standards.
  - Must be proficient in use of software programs for this job application.
  - Typing and data entry.
  - Time management and organizational skills.
  - Computer based programs.

### **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.
- Occasional travel may be 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; High School or equivalent. This position requires 3 years experience in related field.*

**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.*

**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.

**3 Rivers is proudly an Equal Opportunity – Affirmative Action Employer.**

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Employee Acknowledgement  
Effective Date: January 1, 2022

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Date