

Project Field Support for Fiber Broadband Projects - Temporary

Broadband Accessibility Office

Part-Time, Temporary

Nonexempt

Project Field Support for Fiber Broadband Projects

Accessibility Office is actively recruiting temporary Project Field Support for Fiber Broadband Projects to join our team. The successful applicant will Attend one or more kickoff meetings with Fiber Broadband Provider (ISP).

The Expectations

Essential functions and responsibilities of the **Project Field Support** include, but are not limited to, the following:

ESSENTIAL FUNCTIONS:

- Attend weekly meetings with the ISP Project Manager
- Verify ISP work schedules and deadlines
- Periodic site visits to review adherence to County and VDOT rules for construction work
- Site visits to verify subcontractors and ISP are adhering to ISP Customer Service Procedures set during kickoff meetings
- Provide input to Broadband Office (BAAO) in support of community meetings (virtual or in person) with community members (property owners) impacted by the work
- Provide data for and performing monthly report verification, prior to BAAO submittal to Department of Housing and Community Development (DHCD)
- Provide data for and perform monthly report verification, prior to BAAO submittal to the Albemarle Broadband Authority (ABBA)
- Lateral Lines Fiber Distribution Hubs (FDH) and Multi Distribution terminals (MDTs) equipment inspection and verification of install following ISP and DHCD guidelines
- Cross check invoice with installed equipment and completed service, prior to BAAO submittal for payment through County payment process
- Coordinate issue resolution with the BAAO and potentially ISP or subcontractor which could include onsite visits and requires data collection and organization
- Provide equipment installation metrics to BAAO, to reflect community member satisfaction with the project. The metrics to include at minimum: number of equipment or fiber installation issues caught and resolved; average time to resolve issues; number of reported issues to vendors. These will be combined with the number of community members reporting issues to BAAO to create a performance dashboard for each project.
- Submit monthly detailed reports to include description of work, summary of all meetings, and images from each project site visits. The report to include the number of FDH's installed, number of MDTs installed; estimated number of feet of fiber provided with percentage of work completed, as well as an updated schedule of work to be completed. The report will be developed in consultation with the County Facilities and Environment Services Department.
- Much of the field work required could occur during weekend, daylight hours.
- Other duties as assigned

THE QUALIFICATIONS

Education and Experience

High School Diploma or equivalent. Experience in Broadband, construction, or technology preferred

Knowledge, Skills and Abilities

Thorough knowledge of terminology, practices and techniques of general design and construction; General knowledge of construction practices including permitting processes. Ability to lead teams, to multi-task and work in a fast-paced environment. General knowledge of pc's and application software, ability to establish and maintain effective working relations with County officials and the general public.

THE PHYSICAL CONDITIONS AND NATURE OF WORK CONTACTS

Tasks involve frequent vehicle operation, extensive walking on construction sites over difficult terrain and steep slopes, and strenuous activities such as climbing over and around structures in various stages of construction. Must be able to maneuver within heavy construction zones. This occasionally involves lifting and carrying moderate weight (15-20 lbs.) objects and is required during adverse weather conditions. At all times, this requires consistent alertness to avoid potentially hazardous situations. Also works under stressful situations and manages multiple priorities and projects, with frequent changes in priorities and project interruptions. Regular contact with the general public and developers that may require tact and diplomacy.

SPECIAL REQUIREMENT

Workers in this position are required to drive and they must meet eligibility requirements of the County's safe driver policy. This position requires significant travel using the employee's vehicle. Mileage reimbursement will be available.

THE SALARY RANGE

The hiring range for this position is \$20.00 - \$30.00 per hour. Starting offer is based on applicable education beyond minimum requirements and internal equity. This is a part time, temporary, FLSA non-exempt position. *Internal candidates will receive pay adjustments in accordance with Local Government Personnel Policy, §P-60.*

DEADLINE FOR APPLICATIONS: Position open until Tuesday, October 18, 2022, 5:00 p.m. EST

EOE/EEO

Albemarle County is an equal employment opportunity employer, and does not discriminate against any group or individual on the basis of race, color, religion, sex, sexual orientation, national origin, age or disability in regards to any aspect of employment policy and practice: recruitment, testing, selection, assignment, pay, conditions of work, training, leave, overtime, promotion, discipline, demotion, and separation.

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