



## OEConnect, LLC.

A wholly-owned subsidiary of Otsego Electric Cooperative, Inc.

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P.O. Box 128  
Hartwick, NY 13348-0128  
Telephone: (607) 293-6622  
Fax: (607) 293-6624

December 3, 2019

Dear Applicant:

OEConnect, LLC, a fast-growing fiber optic internet and phone company located in the suburbs of beautiful and historic Cooperstown, NY, is looking for a qualified and dynamic individual who wishes to apply for the position of Fiber Optic Technician.

Please find attached to this letter all of the information and qualifications required to submit your application for the Fiber Optic Technician position, and join a team of dedicated individuals in an exciting new company.

Please return a completed application, and if desired, include a cover letter and resume that highlights your work history and experience by no later than **December 16, 2019** to be considered for this career opportunity.

Please return your application, marked confidential, to:

OEConnect, LLC.  
Attn: Timothy Johnson  
P.O. Box 128  
Hartwick, NY 13348

If you have any questions regarding this position or the application process please feel free to contact our office at 607-293-6622, Monday-Friday, 7:30am – 4:00pm.

We look forward to hearing from you, and thank you in advance for your interest in working with OEConnect, LLC on this exciting opportunity.

Sincerely,

Timothy Johnson, CEO  
OEConnect, LLC.



## EMPLOYMENT APPLICATION

Applicant Name: \_\_\_\_\_

Date: \_\_\_\_\_

Position: Fiber Optic Technician

OEConnect, LLC, a wholly-owned subsidiary of Otsego Electric Cooperative, Inc. (OEC) places a great emphasis on customer service, teamwork, problem solving, and innovation. We look for people who exemplify these qualities and are willing to work hard for our membership.

OEConnect, LLC provides an equal opportunity to all qualified individuals seeking employment and to all current employees. OEConnect, LLC does not unlawfully discriminate on the basis of race, color, religion, creed, national origin, age, sex, marital status, ancestry, disability, veteran/military status, arrest/conviction record, sexual orientation, domestic violence victim status, predisposing genetic characteristic or carrier status, and any other category protected by federal, state, and local laws.

**Personal Information: (Please Print Clearly)**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

*Previous Address if less than 5 years at your current address:*

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

*Contact Information:*

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Fax #: \_\_\_\_\_ E-Mail: \_\_\_\_\_

*Employment Eligibility: (Employment is contingent upon proof of legal right to work and I-9 completion)*

Are you legally entitled to work in the United States?  Yes  No

If you are under 18 years of age, do you have a work permit?  Yes  No

Do you have a valid Driver's License?  Yes  No

Do you have a valid Commercial Driver's License?  Yes  No

Can you travel, if the position requires travel?  Yes  No

Have you ever worked for OEConnect or OEC under a different name?  Yes  No

If yes, please provide additional information and name: \_\_\_\_\_

\_\_\_\_\_

**Position Desired**

Position Applied for: \_\_\_\_\_

How did you learn of this vacancy? \_\_\_\_\_

Annual Salary Desired: \$ \_\_\_\_\_ Date Available: \_\_\_\_\_

Are you able to perform the essential functions of the position?  Yes  No

Have you been previously employed by OEConnect, OEC, or another electric cooperative?  Yes  No

If yes, indicate position, department, and dates employed: \_\_\_\_\_

\_\_\_\_\_

Do you have any relatives employed at OEC or OEConnect?  Yes  No

If yes, who? \_\_\_\_\_

**Education and Training**

Indicate highest level of education completed:

- High School  College/University  Graduate School  Trade/Specialty School

Educational Institution: \_\_\_\_\_

Address: \_\_\_\_\_

Major and Minor (if applicable): \_\_\_\_\_

Degree Earned: \_\_\_\_\_

Did you Graduate?  Yes  No                      GPA: \_\_\_\_\_

Educational Institution: \_\_\_\_\_

Address: \_\_\_\_\_

Major and Minor (if applicable): \_\_\_\_\_

Degree Earned: \_\_\_\_\_

Did you Graduate?  Yes  No                      GPA: \_\_\_\_\_

Professional Certifications and licenses: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Other skills or experience pertinent to the job applied for: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Employment History** (Must complete even if attaching a resume)

List your last two employers with the most recent first.

If you're currently employed may we contact your current employer?  Yes  No

Is this your current employer?  Yes  No

Previous Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Supervisor's Title: \_\_\_\_\_

Contacts Name: \_\_\_\_\_ Contacts Phone #: \_\_\_\_\_

Employed From (mm/yyyy): \_\_\_\_\_ Employed To (mm/yyyy): \_\_\_\_\_

Current job title and pertinent duties: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Reason for seeking other employment: \_\_\_\_\_

\_\_\_\_\_

Is this your current employer?  Yes  No

Previous Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Supervisor's Title: \_\_\_\_\_

Contacts Name: \_\_\_\_\_ Contacts Phone #: \_\_\_\_\_

Employed From (mm/yyyy): \_\_\_\_\_ Employed To (mm/yyyy): \_\_\_\_\_

Current job title and pertinent duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for seeking other employment: \_\_\_\_\_

\_\_\_\_\_

**Professional References** (Please list only references that we may contact at this time)

1) Name, Title, Company: \_\_\_\_\_

Contact #(s): \_\_\_\_\_ Years Known: \_\_\_\_\_

2) Name, Title, Company: \_\_\_\_\_

Contact #(s): \_\_\_\_\_ Years Known: \_\_\_\_\_

3) Name, Title, Company: \_\_\_\_\_

Contact #(s): \_\_\_\_\_ Years Known: \_\_\_\_\_

**Affidavit**

**Nonbinding Application and Interview Process:** I understand that this application will be reviewed, but nothing in this application or any other documents that I receive from OEConnect, LLC shall be construed as either an offer or contract of employment or an obligation on the part of OEConnect, LLC to provide any benefit to me.

**Employment-At-Will:** I understand that my employment and compensation can be terminated with or without cause, and with or without notice, at any time, at the option of either OEConnect, LLC or myself. NOTE, however, for bargaining unit positions terms of the applicable collection bargaining agreement will apply to termination from employment. I further understand that OEConnect, LLC has a zero-tolerance policy with respect to drugs, alcohol, weapons and violence.

I hereby declare that my statements on this application and on my resume or documents provided by me to OEConnect, LLC are true and correct to the best of my knowledge. I acknowledge and agree that providing any false information may result in a decision not to hire me, or if hired, may result in the termination of my employment. I also authorize investigation of these statements. This investigation may include, but is not limited to: employment history, reasons for leaving previous employers, criminal record, credit record, driving record, social security number investigation, drug and alcohol testing, and degree/certificate verification. I hereby release OEConnect, LLC from all liability for any damages resulting for the information obtained. This application shall be considered active for a period of time not to exceed 180 days. If I have not heard from OEConnect, LLC. after 180 days and still wish to be considered for employment, I acknowledge that I will need to submit a new employment application.

Applicant's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Applicant's Name (please print): \_\_\_\_\_

***POSITION DESCRIPTION***  
**FIBER OPTIC TECHNICIAN**

**I. OBJECTIVE:**

- A. To be responsible for fiber optic cable splicing, maintenance, and installation of customer services on our fiber-to-the-home network.

**II. REPORTING RELATIONSHIPS:**

- A. Reports to: Kevin Rottingen, Line Crew Foreman

**III. RESPONSIBILITIES:**

- A. Fiber optic splicing (fusion and mechanical).
- B. Fiber optic troubleshooting, including OTDR and light meter readings.
- C. Perform construction-related duties, including buried and aerial drops and network extensions.
- D. Use Interpersonal skills for interaction with customers for installation requirements and issue resolution.
- E. Able to work from heights including pole, ladder, and bucket truck.
- F. Able to work in inclement weather.
- G. Work with electronic maps and document and maintain records of work performed.
- H. Operate company vehicles safely. Requires CDL.
- I. Aerial and Underground maintenance of fiber optic lines.
- J. Preserves confidentiality of company issues when relating to staff, customers, and general public.
- K. Supports the Bylaws, guidelines, policies and philosophies of the cooperative at all times.
- L. The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities of personnel so classified.
- M. The Fiber Optic Technician shall be required to perform any other duties assigned in order to fulfill the objectives of the company.

**IV. PHYSICAL REQUIREMENTS:**

- A. Body Movements – This position is rated at a Level 3.0 for PCP testing.
- B. Visual and Audio Acuity - Visual and audio acuity is essential function of this

position.

- C. Travel – Frequent daytime travel across the entire service territory for installation inspection and subscriber and landowner issues. Infrequent overnight travel for meetings and training.
- D. Substance Abuse Testing - Must pass all random and mandatory testing.
- E. This position requires the ability to operate company vehicles safely. CDL required.

**V. EDUCATION:**

- A. High School or GED equivalent.
- B. Some college or post high school education preferred.

**VI. EXPERIENCE:**

- A. Telecommunications and fiber optics construction
- B. Drop construction
- C. Fiber Splicing

**VII. JOB KNOWLEDGE:**

- A. Background in home construction/ remodeling
- B. Experience with Bucket truck
- C. Experience with trenching/plowing equipment.

**VIII. ABILITIES AND SKILLS:**

- A. Must be able to build drops to required specifications and convey these specifications to drop contractors.
- B. Must have general PC abilities including Microsoft Office and tablet operating skills. Must be able to operate and navigate electronic maps.

**IX. WORKING CONDITIONS:**

- A. Normal office/field conditions. Some irregular hours may be required. Occasional travel may be required. After an offer of employment has been made, a physical examination is required which will include drug testing.