



OEConnect, LLC.

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

P.O. Box 128
Hartwick, NY 13348-0128
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OTSEGO ELECTRIC COOPERATIVE, INC. & OECONNECT, LLC. JOB POSTING: IMMEDIATE OPENING

Otsego Electric's internet business, OEConnect, is looking for a qualified individual for an entry level Fiber Tech position. Duties will include but are not limited to ground support for fiber technicians, maintenance of fiber of cable and facilities, service drops, and installations for customers on our fiber network. Construction duties may include buried and aerial mainline and secondary fiber optic cable, network extensions, and drops. CDL-A preferred and required within six months if not already holding one.

OEConnect is a fast-growing internet and phone business with service available Otsego, Chenango, Herkimer, and Madison counties and it is owned and operated by Otsego Electric Cooperative, Inc. in Hartwick, NY. Full-time position with excellent pension, health insurance, and other benefits. Please submit the application available on our website at www.otsegoec.coop along with resume and references to:

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

For all questions or inquiries related to this job posting please call our office at 607-293-6622.

OEConnect, LLC
Summary Position Description

POSITION TITLE: Fiber and Install Technician I (entry level)
DEPARTMENT: OEConnect and Otsego Electric Cooperative, Inc. as assigned
REPORTS TO: Fiber Crew Foreman
DIRECTLY SUPERVISES: None
FLSA CLASS: Non-Exempt

Position Summary: Provides installation, site information, maintenance and support for fiber techs working on installs, drops, networks, systems, applications, and new construction used to deliver a variety of broadband and phone (VOIP) services. Provides after-hours support on outages, telephone service calls, emergency response, and troubleshooting. Completes all associated written and electronic documentation. Other duties as assigned.

Essential Responsibilities and Duties

- 1. Provides support for broadband installation, maintenance, and troubleshooting.**
 - 1.1. Performs site-visits and follows installation instructions for new broadband connections.
 - 1.2. Provisions member premises equipment to communicate with the OEConnect network.
 - 1.3. Responds quickly and professionally to escalating member concerns and problems relating to broadband service and refers to supervisors as needed.
 - 1.4. Tracks installations and issues through the OEConnect work-order system.
 - 1.5. Assists with timely completion of installation and member service restoration along with accurate and timely submission of documentation.
 - 1.6. Assists with routine system maintenance.
 - 1.7. Assists with setup and kitting of CPE.
 - 1.8. Assists with configuration, installation and maintenance of servers, routers, switches, UPS, radios, air conditioning equipment, towers, generators, CPE and other related equipment used to provide continuous and reliable internet data services.

- 2. Responsible for personal, public and co-worker safety and training.**
 - 2.1. Understands and complies with all safety rules especially those in OEC's Employee Safety Manual and applicable standard procedures.
 - 2.2. Attends regularly scheduled safety meetings.
 - 2.3. Responsible for the safety of self always and any other people working with him or her.
 - 2.4. Ensures that all work is done to OEC specifications or cooperative procedures, policies, and rules.
 - 2.5. Follows all local, state, and federal rules, including but not limited to, the NEC, NESC, DOT, FCC, and OSHA.
 - 2.6. Keeps necessary records such as work, time, materials, order number and readings.
 - 2.7. Attends and applies required training which may require out-of-town and overnight travel.

- 3. Performs all other duties pertaining to OEConnect and OEC within the limits of individual qualifications so assigned.**

Accountabilities

1. Cooperative member satisfaction as measured by survey results appropriate to construction and operations performance, including ACSI.
2. Team facilitation, as measured by behavioral characteristics, internal collaborative effort and internal process enhancements.

3. Performance related to the success and completion of department and cooperative strategic plans and metrics.
 4. Operational efficiency improvement as measured by task hours.
 5. Successful and timely completion of new installations, site previews, service calls or other duties as assigned.
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Qualifications and Abilities

1. Must pass a pre-employment screening, physical requirement test, and drug screen.
 2. Must satisfactorily and progressively complete the Broadband 12 month on the Job training steps, progressively perform the essential responsibilities and duties of the job, to move to a fully qualified Fiber Technician position.
 3. A minimum high school diploma or GED is required.
 4. Must have or develop excellent analytical problem-solving and technical troubleshooting skills.
 5. Working knowledge of basic construction is required.
 6. Working knowledge of the internet and/or fiber optic data systems is highly desirable.
 7. Must be able to read and navigate with maps, compass, and GPS.
 8. Must be organized, detail-oriented, able to concentrate, and skilled in communicating with others orally and in writing including email knowledge.
 9. Must have a positive attitude toward safety and accident prevention.
 10. Ability to prioritize multiple tasks and manage time.
 11. Ability to lift, carry, setup and appropriately use both extension and step ladders
 12. Ability to utilize small hand and power tools effectively and safely.
 13. Must be able to address work situations that frequently require changes using different techniques, procedures, or degrees of attentiveness without loss of effectiveness or composure while adhering to requirements and achieving satisfactory levels of performance.
 14. Must be able to read, write and do arithmetic.
 15. Must possess and maintain a valid driver's license. CDL Class A required to fulfill essential duties and shall be obtained within six months if not already holding one.
 16. Must be able to complete bucket truck use certification and safely operate aerial lifts.
 17. Must be able to acquire Climbing certifications as designated after hiring date.
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Working Conditions

1. Works occasionally at night, on holidays and weekends.
 2. Attends and applies required training, some of which requires out-of-town and overnight travel.
 3. Frequently lifts materials and equipment weighing up to 50 pounds and occasionally up to 100 pounds.
 4. Job requires standing, climbing, bending, pulling, crawling, and reaching.
 5. Reaching and lifting overhead is required.
 6. Primarily outside work with occasional time spent indoors.
 7. Exposure to varying temperature conditions including cold below 0 degrees and heat above 90 degrees.
 8. Exposure to dust and dirt.
 9. Hazards include working at heights, electrical and radiant energy.
 10. Use of safety equipment as required.
 11. May climb and work from roofs, towers, poles, aerial devices, and other structures at heights of 55 feet or more above ground.
 12. Works in poor weather conditions.
 13. Works on uneven terrain, along roads and encounters vehicular traffic.
 14. May work as part of a crew but may at times work alone.
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Otsego Electric Cooperative, Inc.



A Touchstone Energy® Cooperative



EMPLOYMENT APPLICATION

Applicant Name: _____

Date: _____

Position: Fiber Tech I (Entry Level)

Otsego Electric Cooperative, Inc. (OEC) and its wholly owned subsidiary OEConnect, LLC. (OEConnect) place 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.

OEC & OEConnect provides an equal opportunity to all qualified individuals seeking employment and to all current employees and 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 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 OEC or another electric cooperative? Yes No

If yes, indicate position, department, and dates employed: _____

Do you have any relatives employed at OEC? 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 OEC shall be construed as either an offer or contract of employment or an obligation on the part of OEC 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 OEC 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 OEC 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 OEC 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 OEC 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 OEC 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): _____