Mapping/Engineering

Duties and Responsibilities:

- Utilize computer-aided design (CAD) software, GIS software and other mapping software to prepare, draft and maintain, layouts, working plans, detail drawings, maps, reports, and plant record functions.
- Ensure drawings, maps and work plans are readily accessible.
- Submit permits to states, counties, municipalities.
- Submit line locates for underground construction projects.
- Generate reports and maps and distribute to proper personnel or entity as needed.
- Generate specialized maps and drawings as required.
- Perform other duties and responsibilities as required to fulfill job function or as assigned.

Knowledge, Skills, and Abilities:

- Knowledge of telecommunications operations, policies, and procedures helpful, but not required.
- Able to type and possess proficient computer skills.
- Operate various office machines.
- Background in computerized mapping and/or drafting preferred, but not required.
- Ability to work with frequent interruptions and pay close attention to detail.
- Ability to meet deadlines, perform under stress and achieve optimum results.
- Must be able to work independently without, direct supervision.

Requirements:

High School Diploma/GED

College degree preferred.

Must pass pre-employment drug test and background check.