

BDC Group, Inc. Job Description

Title: Fiber Splicer

FLSA Status: Exempt

Department: Fiber Division

Reports To: Director of Fiber Operations

Revision Date: 04/25/2018

FIBER SPLICER JOB DESCRIPTION:

BDC Group, Inc is looking for an entry level fiber splicer

Employee will be trained on building fiber optic closures, ribbon splicing, prepping fiber pedestals, fusion splicing and testing.

Splicer will learn how to work with dark fiber during the day as well as work with live fiber during maintenance windows.

Splicer will learn how to troubleshoot fiber and maintain customer standards and splice requirements.

Relocation/bonus available for qualified candidates.

Not often but some work has to be scheduled at night and every weekend

Company vehicle and tools provided

Opportunity to grow within BDC Group, Inc

Latest state-of-the-art splice and test equipment

This is a Full Time / Hourly Position

Other Duties Assigned

Requirements:

Must possess a valid Iowa driver's license (CDL not required)

Must be able to pass drug screen and background check

Must be willing to learn and work independently

Must be able to meet customers project needs and good communication

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

PROJECT INTGRATION

Ensure that the right resources are at the right place at the right time

SCOPE MANAGEMENT

Management and control of project scope through documentation, and validation of deliverables. Change Order management to ensure all scope changes are documented and that BDC Group is compensated for all changes

TIME MANAGEMENT

Project Plan development with timely updates

COST MANAGEMENT

Project budget creation, WIP evaluation and variance reporting

QUALITY MANAGEMENT

Documentation and organization communication of acceptance criteria
Ensure that company and/or industry quality standard are achieved

COMMUNICATION MANAGEMENT

Timely implementation of the BDC Group project definition and kick-off process
Strict implementation of the BDC Group project communications requirements
Effective and efficient escalations when required

RISK MANAGEMENT

Identification and contingency planning of project risks and opportunities
Proactive management of project risks and opportunities
Effective and efficient escalations when required

GENERAL DUTIES AND QUALIFICATIONS**EDUCATION**

Ability to read, analyze, and interpret general business contracts and correspondence. The ability to write reports and business correspondence. Ability to effectively present information and respond to questions from groups of managers, clients and customers.

LANGUAGE ABILITY

Ability to read, analyze, and interpret general business contracts and correspondence. The ability to write reports and business correspondence. Ability to effectively present information and respond to questions from groups of managers, clients and customers.

MATHEMATICAL SKILLS

Ability to perform arithmetic and algebraic functions. The specific ability to perform calculation of variances, percentages and probabilities is needed.

COGNITIVE DEMANDS

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

COMPUTER SKILLS

MS Office applications and Email; Contact Management Systems; Database Software; Inventory Software; Order Processing Systems. Digital Camera and Smart Devices

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision and color vision.

Must be in good physical condition with the ability to stoop, crawl, bend at the knees and waist, squat; includes body weight, equipment, tools and boxes

Must be able to stand for long periods of time on varied surfaces

May be required to work long and unpredictable hours

Requires working outdoors in all types of weather as well as in a control environment.

ACKNOWLEDGEMENT

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, BDC Group reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as directed by BDC Group. I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and BDC Group has a similar right.

Employee's Signature

Date

Employee Name (Print)

BDC Group is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act and/or applicable state regulations, BDC Group will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with BDC Group.