

JOIN OUR TEAM

WE'RE HIRING!

All West Communications employees believe that the power of communication can break barriers. Our employees enjoy the efficiency and team environment of a smaller, more adaptable, privately owned company. We are looking for a full-time Permit Specialist, with a telecommunications emphasis. The successful candidate will be motivated, enthusiastic, and detail oriented.

Responsibilities

This position will support the organization through obtaining permits required for outside plant installations, and through maintenance and update of outside plant maps.

- **Obtains permits required for outside plant installation**

-Tasks may include: Researching to determine the permitting authority (i.e. city, county, etc.). Creating the required drawings and submitting application information to the permitting authority to obtain a permit; compiling, updating and maintaining information; manage permit process from start to finish

- **Creates, maintains and updates maps, drawings and records for new and existing outside plant and inside plant facilities, and maps existing houses for ongoing reference used by Facilities, IP, Customer Service, Construction and Marketing departments**

-Tasks may include: Using engineering software; obtaining GIS information from various sources, including GPS and government survey records

Other Functions

- Other tasks as assigned

Qualifications

- High school diploma,
- Associate Degree/Certificate or higher in engineering, drafting, mapping, or other related field,
- One or more years experience with GIS/CAD and Mapping,
- Telecommunications background, preferred
- Understanding of telecommunication operation and construction, preferred
- Strong fiber optic systems experience, preferred
- Proficiency in MS Excel, Word, and other office software programs, preferred
- GPS collection and processing experience, preferred
- A valid driver's license and good driving record, required

Ongoing training and safety training will be required by the company.

NiSC/SIS/MapWise training.

Work Environment

Works in an office environment and may require occasional bending, carrying, lifting up to 40 lbs. independently. May squat, twist, turn, and require frequent use of manual dexterity and visualization of computer equipment. Will make frequent use of general office equipment, computers, and phone systems. Ability to see clearly and perceive and identify colors accurately at 20 inches or less.

Occasional travel required. May be required to work hours outside of standard work schedule. Occasional overtime required.

All West is a drug free workplace, conducting pre-employment and random drug testing. Benefits include medical, dental, short-term disability, life insurance, AD&D, 401k with company match, PTO, paid holidays, and more!