



## JOB POSTING

### **CONSTRUCTION SUPERVISOR**

**COMPANY:** Sierra Telephone

**DEPARTMENT:** Construction

**FLSA STATUS:** Exempt

**REPORTS TO:** Outside Plant Manager

**LOCATION:** Oakhurst

**DEADLINE:** January 21, 2019

**HOURS:** Full-time work schedule; "Construction Winter Schedule" (Pacific Standard Time) 7:30 a.m. to 4:00 p.m. (eight hours), Monday through Friday, "Construction Summer Schedule" (Pacific Daylight Saving Time) 6:30 a.m. to 5:00 p.m. (ten hours) Monday through Thursday. This position may be required to work overtime including weekends and evenings as needed.

**NUMBER OF POSITIONS TO BE FILLED:** One

### **GENERAL SUMMARY**

This position is responsible for the supervision, education, training, and overall well-being of the Construction Department, including hiring and firing, disciplinary action, employee evaluations, salary reviews, and crew work schedules. This person will ensure that the daily functions of the department are performed correctly, according to specifications, and in the safest and most efficient manner.

### **ESSENTIAL JOB FUNCTIONS**

- ◆ Monitor crews and construction sites on a daily basis to ensure that jobs are progressing satisfactorily and that all safety procedures are being followed. Inspect the condition of properties and job sites, and regularly inspect equipment for safe and satisfactory working conditions.
- ◆ Evaluate crew's work time to promote efficiency; sample employee work; scrutinize cost and productivity, and keep employees informed of all Company activities.
- ◆ Take an active role in the education of employees in safety practices and in the process, preparation, and importance of accurate and timely paperwork.

NOTE: These statements are intended to describe the general nature and level of work being performed by employees in this position, and are not to be construed as an exhaustive list. In addition, they do not establish an employment contract, as employment with Sierra Tel is always at-will.

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- ◆ Train all new employees, and develop the skills of the crew through continued training and activities related to current and future jobs.
- ◆ Participate with and advise Outside Plant Manager in job planning meetings.
- ◆ Interact directly and professionally with customers and local and outside agency representatives. Must have the ability to work through customer complaints in the best interest of the company while simultaneously resolving the issue with the utmost satisfaction.
- ◆ Be an active part of the Outside Plant management team to promote cross-departmental relations and work processes.
- ◆ Actively supervise construction assignments to RUS (Rural Utilities Service) Standards. Therefore, must demonstrate sound knowledge of RUS practices, procedures and nomenclature.
- ◆ Supervise department staff:
  - Interview and hire department staff
  - Provide performance feedback to department staff
  - Mentor and coach staff
  - Address and resolve departmental and personnel issues
  - Schedule work hours, break and meal periods, and time off
  - Assign and direct workflow for the department
  - Recommend salary actions
  - Process and approve time sheets
  - Update and maintain the department's job descriptions
  - Facilitate a positive working environment for the staff
- ◆ Regular and predictable on-site attendance is an essential function of the job.

## OTHER RELATED JOB FUNCTIONS

- ◆ Frequently visit employees in the field during the workday to monitor quality and efficiency of work, safe work practices, and customer relations.
- ◆ Perform other duties as needed.

## QUALIFICATIONS

### Education and/or Experience

- ◆ High school diploma or General Education Development (GED) desirable.
- ◆ Five years related experience and/or training, or equivalent combination of education and experience.
  - Experience in Outside Plant Construction Operations is preferred.
  - Solid knowledge and hands-on practice with RUS procedures is desirable.

### Certificates, Licenses, Registrations

- ◆ Must have a valid Class C California driver's license with a minimum of three years of driving experience.
  - ~ Driving experience must have occurred after having passed a traffic laws and signs test.

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- ~ If relocating to California from another state or country, must have, at a minimum, a valid driver's license issued by the home state equivalent to a California Class C. The employee will be required to obtain a California driver's license within ten days.
- ~ Must be insurable via the Company's standard auto insurance policy procedures.
- ◆ Must be able to obtain a Class A commercial driver's license prior to completion of a six-month evaluation period.

### Knowledge, Skills, and Abilities

- ◆ Knowledge of
  - ~ Company policies, procedures, products, and services.
  - ~ Industry regulations related to telephone, Internet, television, and alarm services.
  - ~ Maintenance practices necessary to maintain heavy equipment.
- ◆ Skill to
  - ~ Read cable schematics.
  - ~ Effectively communicate with customers and coworkers in English, verbally and in writing.
- ◆ Ability to
  - ~ Work professionally while under pressure and handle multiple tasks concurrently.
  - ~ Work in conjunction with the Engineering management team to closely review and build work orders with the Company's best interests in mind.
  - ~ Lead and work effectively with all employees within the department.
  - ~ Project a professional image in conduct, attire, grooming, and manner of speech.
  - ~ Work cohesively and harmoniously with management team and other departments.
  - ~ Handle adverse personnel situations.
  - ~ Work closely with community agencies on community projects.

## PHYSICAL REQUIREMENTS

*The physical requirements 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.*

	0 – 24%	25 – 49%	50 – 74%	75 – 100%
<b>Seeing:</b> must be able to read a computer screen and paper documents.				X
<b>Hearing:</b> must be able to hear well enough to communicate in person and over the telephone with customers, coworkers, and industry contacts.				X
<b>Standing/Walking</b>			X	
<b>Climbing/Stooping/Kneeling</b>			X	
<b>Lifting/Pulling/Pushing</b>		X		
<b>Fingering/Grasping/Feeling:</b> must be able to write, type, and use phone system.				X

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- ◆ *Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.*
- ◆ *Wearing a telephone headset is generally required.*
- ◆ *The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 75 pounds.*

## **SAFETY COMPLIANCE**

*Safety is an integral part of our business and the responsibility for safety extends to every employee. Your responsibility toward safety at the workplace includes, but is not limited to:*

- ◆ Proactive involvement in the Company's Safety Program, including compliance with all rules and regulations.
- ◆ Use safe work practices while performing all duties.

## **WORK ENVIRONMENT**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- ◆ The position regularly functions outdoors with exposure to inclement weather.
- ◆ The employee may regularly be exposed to diesel and gasoline fumes, airborne particulates, toxic or caustic chemicals, and other hazardous substances.
- ◆ The employee occasionally works near moving mechanical parts and is occasionally exposed to vibration.
- ◆ The employee may be exposed to the risk of electrical shock.
- ◆ The noise level in the work environment is usually moderate. The use of Outside Plant equipment makes hearing protection advisable, and protection may be required.

## **APPLICATION INSTRUCTIONS**

Please complete the Application for Employment form below. Entries outlined with a red box are required. Save the form on your computer and attach it to an email addressed to [careers@sierratel.com](mailto:careers@sierratel.com). (A link is provided on the Employment page next to the job title.) It is preferable to include a resume and cover letter with the application.

For questions or additional information call 559-642-0200. Please leave a message and a representative will return your call.

Deadline to apply  
January 21, 2019  
[www.sierratel.com/employment](http://www.sierratel.com/employment)

This institution is an equal opportunity provider and employer.

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# APPLICATION FOR EMPLOYMENT

PLEASE COMPLETE THIS APPLICATION YOURSELF, GIVING ANSWERS TO THE QUESTIONS WHICH APPLY TO YOU.

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Contact Telephone \_\_\_\_\_

City, State, Zip \_\_\_\_\_ Home Telephone \_\_\_\_\_

How long have you lived at current address Years \_\_\_\_\_ Months \_\_\_\_\_ Have you previously worked for our company  Yes  No

Position applied for \_\_\_\_\_ Have you previously applied with our company  Yes  No

Email Address \_\_\_\_\_ Date available to start \_\_\_\_\_

Do you have any relatives currently employed by our company?  Yes  No Name \_\_\_\_\_

Do you wish to work:  Full Time;  Part time? If part time, hours or days \_\_\_\_\_

Have you ever held this position or done this kind of work before?  Yes  No

How did you hear about this position? \_\_\_\_\_

## Record of Employment

**PRESENT (OR MOST RECENT) EMPLOYER:** May we contact your present employer about this application? \_\_\_\_\_

Company \_\_\_\_\_ Type of Business \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

WHEN YOU STARTED	CURRENTLY OR WHEN YOU LEFT	NAME OF LAST SUPERVISOR
Date _____	Date _____	_____
Description of job _____ _____ _____	Description of job _____ _____ _____	Title _____ Reason for leaving _____ _____

### PREVIOUS EMPLOYER

Company \_\_\_\_\_ Type of Business \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

WHEN YOU STARTED	CURRENTLY OR WHEN YOU LEFT	NAME OF LAST SUPERVISOR
Date _____	Date _____	_____
Description of job _____ _____ _____	Description of job _____ _____ _____	Title _____ Reason for leaving _____ _____

**PREVIOUS EMPLOYER**

Company \_\_\_\_\_ Type of Business \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

WHEN YOU STARTED	CURRENTLY OR WHEN YOU LEFT	NAME OF LAST SUPERVISOR
Date _____	Date _____	_____
Description of job _____ _____ _____	Description of job _____ _____ _____	Title _____ Reason for leaving _____ _____

**If More Than Two Previous Employers, List Others Here**

Employment Dates From To	Company and City/State	Position or Type of Work	Reason for Leaving

**Education or Training Experience**

School	Name of School	City, State	Major Course or Subject	Did you Graduate? Degree?
High School				
College or University				

**Special Skills, Licenses, or Certifications**

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

**Motor Vehicle Record**

Do you currently hold a valid Drivers License? <input type="checkbox"/> Yes <input type="checkbox"/> No State _____ Class _____
License Number _____ Date Expires _____ Restrictions _____

**List three business/work references. Do not list relatives, your current supervisor, or previous supervisors.**

Name	Address, City, State	Relationship/Years Known	Phone/E-mail

**Have we missed something important?**

Please use the space below to inform us of any special activity, awards, or other information that may help us to understand your skills and abilities for this job.

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WE ARE AN EQUAL OPPORTUNITY EMPLOYER. It is the Company's policy (and required by state and federal law) to provide equal opportunity to all persons without regard to race, color, religion, sex, pregnancy, marital or domestic partner status, sexual orientation, gender identity or expression, age, ancestry, national origin, disability, genetic information, or medical condition, as defined in state and federal laws. This policy covers all aspects of employment, including, but not limited to, recruitment, selection, training, promotion, transfer, compensation, demotion, and termination. Persons denied employment based on above conditions may file a complaint with our Company and/or with state or federal authorities.

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**APPLICANT’S STATEMENT**

I certify that the information in this application and any attachments are true and complete to the best of my knowledge, and I agree to have these statements verified by the Company. I understand that any misrepresentation or material omission may result in my failure to receive an offer or, if I am hired, in my termination.

I authorize my references and supervisors, and other representatives of any former employer to provide information concerning my previous employment, including responding to verbal or written inquiries from the Company or its affiliates regarding all my employment records, including, but not limited to, work performance, disciplinary records, reliability, reasons for terminating my employment, and any incidents of dishonesty, insubordination, violence, and/or unsafe, harmful or threatening behavior, including information based upon materials in my personnel files. I release all parties, including former employers and their representatives, and the Company, from any and all liability for damages that may result from the furnishing of such information, as well as from the use of or disclosure of such information by the Company or its agents.

I UNDERSTAND AND AGREE THAT MY EMPLOYMENT CAN BE TERMINATED AT WILL, WITH OR WITHOUT CAUSE, AND WITHOUT NOTICE, AT ANY TIME, EITHER AT MY OPTION OR AT THE OPTION OF THE COMPANY.

I understand that no representative of the Company or its affiliates, other than the President or Vice President Operations, has the authority to agree to the contrary. Further, the President or Vice President Operations may not alter the at-will nature of the employment unless done so specifically in writing, signed by both the President or Vice President Operations and me.

I understand that I am required to abide by all policies, rules and regulations of the employer.

I understand that all offers of employment are conditioned on my providing satisfactory proof of my identity and legal right to work in the United States.

I understand that in connection with the application process Sierra Telephone or Sierra Cellular may request information from a "Consumer Reporting Agency."

Applicant’s Name \_\_\_\_\_ Date \_\_\_\_\_  
(Print)

Applicant’s Signature \_\_\_\_\_

By checking this box, I acknowledge that I have carefully read and understand the above **Applicant’s Statement**. I expressly agree that this acknowledgement may be provided by electronic means pursuant to the Uniform Electronic Transactions act (UETA) for the Electronic Signatures in Global and National Commerce Act (E-SIGN).