



Open Position Title: CAD/GIS Technician
Department: Engineering

Location: Chester, SC
Reports to: CAD/GIS Supervisor

General Summary:

Perform support duties for Mapping/Fiber Supervisor and assist Construction Services Manager as needed.

Essential Job Functions:

- Update Mapping Database
- Enter Construction jobs into StellarRad
- Attribute equipment and details associated with Jobs on Maps
- Assist Plant department in performing outside locates as needed
- Link CHR data using Subscriber Link
- Assist in Cable and Fiber Cutovers Including Fiber splice details
- Performs all other related duties as assigned by Management.*
- Operates plotter and printers
- Uses Auto-CAD & StellarRad systems for projects
- Work with IT regarding E911 Information
- Posts daily buried services and Construction jobs to CAD map/Verifying information from As-built drawings
- Attributes each terminal from buried services
- Posts daily service orders to maps. Researches and corrects errors on the service orders
- Enters creations, deletions, and changes to terminal numbers within a SO
- Sends location of customers and roads to Marketing (Address Ranges)
- Maintains Address ranges for Lookup
- Assist CSR with Serviceability of a location thru Ride out Forms
- Help to maintain Engineering Que
- Provide presentation maps and documents for Upper Management
- Update Mileage reports for Fiber/Coax and Copper
- Update and Document pole attachment information all areas all Power companies.
- Provide Pole Attachment Drawings to Engineering for Permits if needed
- Provide monthly or Quarterly reports to Power Companies.
- Prepare and send off CATV Designs as needed for Engineering.
- Update and Maintain Tower Site Locations for All Cell Providers
- Be proficient with all Windows Office software
- Be able to work with outside Contractors with Drawings and Information Collections
- Reads aerial photos and US Geological Survey maps
- Import and Export GIS information provided for Maps.
- Maintain FTTH Information
- Assist Engineering with Fiber Cut Information, Distances and Fiber #'s
- Provided Printed maps when necessary
- Provide Documents and data for Regulatory Reports and data
- Maintain Engineering Website
- Keep 811 data updated for State utilities locating system (SC)
- Keep 811 data Updated for State utilities locating system (GA) (EDEN)
- Update FNA Network when needed



Knowledge, Skills, and Abilities:

- Working knowledge/understanding of AutoCAD.
- Ability to read maps.
- Knowledge of general office practices and procedures.
- Knowledge of company policies and procedures.
- Knowledge of written communication practices, procedures and formats.
- Skill in operating various office equipment such as personal computer, various software programs and telephone systems.
- Skill in oral and written communication.
- Ability to communicate with customers, co-workers and various business contacts in a professional and courteous manner.
- Ability to pay close attention to detail.
- Ability to work independently.
- Ability to effectively function as a team player.

Education and Experience:

High School and/or College courses in the Engineering Field
 AutoCAD Experience preferred

Physical Requirements:

	0-24%	25-49%	50-74%	75-100%
Seeing: Must be able to read computer screen and various reports.				X
Hearing: Must be able to hear well enough to communicate with employees and industry contacts.				X
Standing/Walking:	X			
Climbing/Stooping/Kneeling:	X			
Lifting/Pulling/Pushing:	X			
Fingering/Grasping/Feeling: Must be able to write, type and use phone system.				X

****Employment is contingent upon successfully completing pre-employment testing, a drug screen, and background investigation.**