

JOB POSTING

Title: **PART TIME ENGINEERING ASSISTANT** (*approximately 20 hours/week*)

Reports to: **CAD/GIS SUPERVISOR**

Location: **CHESTER**

Department: **Engineering**

Perform support duties for Mapping Department and assist Senior Director-Construction Services as needed. This position is a part time position (typically less than 30 hours per week) and is available to persons previously or currently enrolled in an Engineering Program. Experience with AutoCAD is preferred.

ESSENTIAL DUTIES AND RESPONSIBILITIES *include the following. Other duties may be assigned.*

- Update Mapping Database
- Enter Construction jobs into StellarRad
- Attribute equipment and details associated with Jobs on Maps
- Update reports as needed
- Assist Engineering department in answering Rideout request from CSR's and Marketing and possibly assist cable locating personnel in verifying cable locations using the mapping system
- Assist Sweeping documentation
- Link CHR data using Subscriber Link
- Assist in Cable and Fiber Cutovers Including Fiber splice details
- Perform other duties as assigned by management

MINIMUM QUALIFICATIONS:

- Ability to work independently with minimum supervision and make sound technical decisions using information at hand
- Proficiency with computers and windows based software
- Ability to express oneself clearly and concisely both verbally and in writing
- Ability to deal effectively with customers and employees
- Desire to take ownership of projects
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form
- Knowledge of general office practices and procedures
- Ability to pay close attention to detail
- Ability to effectively function as a team player

EDUCATION:

- High school diploma or general education degree (GED); if still in High School, must be on track to earning diploma
- Some College Level courses in Engineering or related field
- Enrollment in a 2 year Engineering program is ideal
- Experience with AutoCAD is preferred

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