



# **JOB TITLE: Cable Construction Arizona 811 “Blue Stake” Coordinator**

## **MAJOR DUTIES AND RESPONSIBILITIES**

- White line the running lines for Bluestake work orders
- Input, manage, and coordinate e-Stake requests in the Arizona 811 (formally Arizona Blue Stake) system which requires two-full days’ notice prior to digging
- Perform field site checks to ensure that that blue stakes are complete
- Communicate effectively with customers
- Work with team members and supervisors so everyone understands the locates

## **REQUIRED QUALIFICATIONS**

- Working knowledge of the **811 Locate Before You Dig** process
- Demonstrate commitment to all safety standards when working around underground and overhead utilities (electricity; and transmission and distribution lines for natural and liquid gases)
- Comply with Arizona law (A.R.S. 40-360.21-32) and understand common utility marking symbols
- Pass a background and drug test
- Keep neat and orderly records of all incoming and outgoing orders and communicate and prioritize workloads
- Valid driver's license with satisfactory driving record within State DOT standards
- Report any work order discrepancies or issues to management ASAP
- Work with minimal supervision
- Work under stressful time-sensitive situations
- Read, write and speak the English language to communicate with co-workers, customers, suppliers, in person, on the phone, and by written communications in a clear, straight-forward, and professional manner
- Manage and complete multiple projects and deadlines
- Use Microsoft Office Word and Excel

## WORK EXPERIENCE PREFERRED

- Experience with cable products and services
- Knowledge of OSP Construction methods
- Knowledge of OSP Construction personal protection equipment and tools

## EDUCATION

- High School Diploma or equivalent work experience

## WORKING CONDITIONS

- Office (Sit Stand, Walk)
- Driving
- Outdoors (Standing and bending in all types of weather)

## EEO STATEMENT

We are committed to providing equal employment opportunities to all persons regardless of race, color, ancestry, citizenship, national origin, religion, veteran status, disability, genetic characteristic or information, age, gender, sexual orientation, gender identity, marital status, family status, pregnancy, or other legally protected status (collectively, "protected statuses"). We do not tolerate unlawful discrimination in any employment decisions, including recruiting, hiring, compensation, promotion, benefits, discipline, termination, job assignments or training.

## DISCLAIMER

The above job definition information has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Job duties and responsibilities are subject to change based on changing business needs and conditions.