



# Job Title: Pre-Fielder

## Overview

Under the general direction of the Project Manager, the Pre-fielder is responsible for conducting site visits and clearly documenting wiring routes, materials used, unit numbers and business names. The position requires experience and an understanding of outside plant cabling and construction, easement ordinances, fiber and structured cabling and connectorization, The Pre-fielder will possess strong relationship building and organizational skills.

## Responsibilities

- Mark area and call for location of nearby facilities
- Interpret crew instructions to determine scope of work and tailor notes to capture potential challenges and hazards
- Take pictures of area and download to data base
- Evaluate equipment, materials and labor needed
- Correctly measure and document materials required to accurately predict costs
- Answer questions and explain the technology and routing
- Upload pre-field documentation daily and answer any queries from technicians
- Perform all duties as requested, directed, or assigned in a safe, efficient manner
- Promote the environmental, health, and safety policies of VerTek LLC

## Qualifications

- 3+ years in outside plant (OSP) and Multiple-Dwelling-Unit (MDU) cable construction
- Strong computer (MS-Office & Excel) and mobile device skills
- Strong mechanical and analytical ability
- Ability to do accurate calculations for material use
- Ability to communicate technical language in a clear and concise manner
- Ability to work under pressure and use technology (tablets, wireless tools, laptop)
- Ability to effectively handle both favorable and unfavorable customer interactions
- Ability to pass background and drug test

## Language Skills:

Proficient in English. Spanish a plus.

## Mathematical Skills:

Proficient in Excel, measurements, percentages

## Computer Skills:

Proficient in Microsoft Office (Word and Excel) Teams a plus



### **Certificates, Licenses, Registrations:**

- Driver's License
- High School Diploma, College a plus

### **Work Environment:**

Walking, driving, working in facilities and on properties that may be under construction. Working in all sorts 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.