



Job Title: Fiber Optic Specialist

FLSA Status: Exempt

Department: Network Services

Grade: 7

Accountable To: Fiber Optic Services Supervisor

Summary of Position

Perform regularly scheduled work and maintenance on the LOGIS and member fiber optic plants. These duties include auditing and documenting fiber plants, overseeing implementations and changes, registering outdoor plants with Gopher State One Call and performing OTDR tests along with analyzing results. This work is done under general supervision, but usually with no immediate supervision.

Essential Functions

- Analyze and troubleshoot issues related to the fiber optic networks.
- Perform OTDR tests on fiber optic strands and analyze OTDR results.
- Oversee construction crews during installations and relocations of fiber optic and conduit paths.
- Attend site visits along with vendor and construction meetings representing LOGIS and member interests which include coordinating and follow up on issues.
- Audit and perform inspections on fiber optic projects, assuring conduit, fiber optic cable, grounding, hand holes, penetrations, and terminations are according to specifications and industry standards.
- Oversee the Gopher State One Call locates by registering, modifying, and deleting paths.
- Create and maintain fiber optic documentation in GIS utilizing ArcGIS Desktop and CrescentLink and ESRI collector applications according to specifications.
- Perform emergency support of the fiber optic networks.
- Perform emergency locates as required.
- Assist the Fiber Services team in preparing SOW (statement of work) and project specifications.
- Inform Supervisor in a timely fashion about the status of all work assigned.
- Communicate in a clear and concise manner all pertinent information necessary for the smooth running of the network to LOGIS and members staff.
- Perform other tasks as assigned in a timely and professional manner.

Essential Competencies

Communications - Must have the ability to effectively communicate clearly with English both written and verbally to successfully represent the organization to clients, consultants, and vendors. Must be able to actively listen to develop solutions and positively communicate the recommended solutions.



Decision Making - Must act in a decisive manner, using good judgment. Must be able to understand the request or situation, effectively obtaining additional information to develop solutions, assess the various implications, and provide strong recommendations. There are differing levels of independence. Make sure you have a clear understanding of your manager's expectations.

Interpersonal Relationships – The ability to work collaboratively with co-workers and members is essential. Must be consistent and ethical in working with everyone excluding personal biases. Must be sensitive to others' concerns whether directly or indirectly impacted. Must strive to promote a cooperative and positive atmosphere within the organization and with our members with diplomacy and tact. Must have the ability to accept constructive criticism.

Quality of Work – LOGIS strives to be a high performing organization. Must be able to produce high quality results within the required parameters to assist the members and management in achieving goals.

Technical Knowledge - Must have strong communication skills, both written and verbal, and strong organization and facilitation skills. Must exhibit an level of analytical skills to analyze issues and formulate solutions.

Physical - Must have ability to read and discern visual images on a variety of media. Must have the ability to remain seated or stand at the same workstation for up to 8 hours at a time with appropriate breaks within that period. Must have the ability to utilize various forms of media and technology.

Required Education and Experience

- Associate degree in Engineering, Information or Business Management, or related field from an accredited technical vocational school or college. Equivalent work experience can be substituted for the education requirements.
- Minimum of four years of experience with implementation of underground communication plants.

Access to Non-Public Data

This position may have access to non-public internal and external data as part of work assignments. Please refer to the Employee Handbook for details in managing and releasing data. In addition, if at any time you are unsure, discuss the situation with your manager for approval prior to releasing any data.

Revised 12/16/20

Revised 7/1/19

Revised 8/8/18



Members' Data

The position may have access to any and all of our members' data as required by work assignments. This data should only be used and/or released to our business partners as required for LOGIS to provide service to the member. This is their data and dissemination is controlled by them. If you have any questions discuss the request with your manager.