
Position:	GIS Supervisor/Administrator	Type:	Full Time
Location:	Kingston, NY	Date Added:	9/19/23

Position Summary

The GIS Supervisor/Administrator will work closely with our Outside Plant (OSP) Engineering team in development and documentation of Archtop's 100% fiber optic plant and related physical network. This position will work closely with the Manager OSP Engineering & GIS and others to establish and maintain Archtop's plant inventory data and GIS mapping platform. The GIS Supervisor/Administrator also be responsible for applying modern GIS methods to Archtop's fast-growing network and customer base. In addition, this position will support OSP network planning, market analysis, and various reporting efforts.

Responsibilities

- Lead the configuration of Archtop's fiber management and GIS mapping system and be a subject matter expert for support on these and related systems.
- Provide general supervision and guidance for internal and contracted GIS professionals – this position will lead Archtop's approaches to GIS and related methods.
- Produce CAD prints for permitting and construction purposes.
- Make validated recommendations for needed software systems and platforms.
- Work collaboratively with OSP engineers, Construction, Project Management, outside A&E partners, vendors, municipalities, and various levels of management.
- Manage permitting processes, submittals, and tracking.
- Standup GIS mapping and inventory data systems and create related processes and best practices in support of Archtop's fiber plant inventory data – new builds and acquired networks.
- Work closely with OSS/BSS team to support interaction between GIS systems and other back-office databases and systems – requires frequent interaction with OSS/BSS and marketing teams.
- Recommend and lead efforts to automate processes where possible using scripting, programming, etc.
- Provide support for physical network planning and network deployment strategies.
- Be a continuous subject matter expert. Expected to be a go-to resource.
- Complete assorted required government filings such as but not limited to FCC Form 477, FCC BDC and USAC Hubb.
- Act as an ambassador and promoter of Archtop Fiber and Archtop's products. Ensure positive Company image by working closely with trusted partners, external customers, community leaders, and regulatory groups.

- Other related tasks as assigned.

Qualifications

- “Can do” attitude and a desire to help others. Must foster a team environment approach and be willing to participate at all levels.
- 5+ years of progressive experience in GIS and physical inventory data management supporting communications, utilities, gas & oil, government, or other large-scale environment. Experience in a communications/internet service provider environment with construction is a plus.
- Experience with Vetro and Render is preferred but not required.
- Four-year technical degree from an accredited college or university. Specialized 2-year or associate degree and/or equivalent professional experience also considered.
- Comfortable working with all levels of internal management, external trusted partners, community stakeholders, and governmental officials.
- Thorough knowledge of easements, rights-of-way, permitting, and other requirements associated with the use of public and private property is a plus.
- Thorough knowledge of other utilities and related utilities infrastructure.
- Working knowledge of OSP engineering practices, including FTTx and PON designs (both centralized and distributed splits) and splicing architectures is preferred but not required.
- The ability to work independently under minimal supervision – must be driven and be able to define work tasks based upon project goal and corporate objectives.
- Must have strong communications skills – verbal and written.
- Demonstrated ability to thrive in a team environment. This includes the willingness and desire to share information, work collaboratively, and help others – both inside and outside of the Engineering & Technology group.

Compensation and Benefits

- Full-time
- Salary – \$85,000 to \$100,000/yr.
- PTO & Holiday Pay
- 401k with Company Match
- Medical, Dental & Vision plan options

How to Apply

Interested applicants must submit a resume and cover letter (detailing how they meet our requirements and how this position aligns with their career goals) via email to career@archtopfiber.com