



OSP Construction Coordinator JOB DESCRIPTION

At Archtop Fiber, our mission is to be the true fiber of your community.

We believe in the power of local connectivity and dedication to bridging the digital divide in rural and suburban cities across the Hudson Valley and beyond. We have seen how larger cities often receive priority for broadband infrastructure upgrades, leaving smaller communities underserved.

Our commitment extends beyond providing reliable Internet and Phone services – We're not just living and working in Kingston, NY we are fully committed to our awesome community. From our fantastic **community programs** to fueling economic growth with improved connectivity and an abundance of tech-driven jobs, we're all about bringing fun and excitement to our neck of the woods!

The OSP Construction Coordinator is part of Archtop Fiber's OSP Engineering and Construction team and will be responsible for all OSP construction activities. The OSP Coordinator will manage external Archtop construction contractors and is responsible for all quality control (QC) and proper as-built documents to meet the design standards. This position will work closely with the Sr. Manager of Construction, Director of Project Management, Office of Joint Use and others in Senior Leadership to establish and maintain Archtop's plant infrastructure, including our 100% fiber optic cable plant and network hub site buildings, cabinets, and colocations.

What you'll do:

- Leverage knowledge of OSP engineering and construction to ensure the proper build progress and standards are being followed.
- Work collaboratively and proactively with all Archtop teams along with external A&E and construction partners.
- Responsible to coordinate with state and local municipalities and utilities to ensure proper notification, permits and practices are followed.
- Manage a team of external construction partners to support Archtop's build plans, timelines and quality standards.
- Responsible to utilize both Render and Vetro platforms to Archtop standards.
- Manage and assign Render responsibilities to our external construction partners.
- Responsible for the distribution and adherence of all Archtop approved branding related to contractor construction usage, ie, truck magnets and cable reel covers, etc.
- Coordination for construction-related customer inquiries.



- Responsible for coordination of customer-related damage or restoration issues.
- Assist with the preparation of weekly Construction progress reports.
- Other related tasks as assigned

What you'll bring:

- 2-5 years of OSP construction experience.
- Demonstrated abilities to lead external resources.
- Detailed knowledge of all areas of OSP Construction.
- Detailed knowledge of easements, rights-of-way, permitting, and other requirements associated with the use of public and private property.
- Detailed knowledge of other utilities and related utilities infrastructure.
- Detailed knowledge of FTTx and PON designs, including both centralized and distributed splits and splicing architectures.
- Comfortable working with all levels of internal management, external trusted partners, community stakeholders, and governmental officials.
- Working knowledge of OSP construction practices, including aerial plant, buried plant, underground plant, and related NESC and OSHA approved practices.
- 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.
- Must possess a valid state driver's license.

What we offer:

- Competitive salary 70-110K
- Heavily subsidized medical, dental, and vision
- Holidays, PTO, and Flexible work schedules
- 401(k)



- Employee Assistance Program (EAP)
- Life insurance, short & long-term disability insurance
- Employee Referral Program
- Employee discount programs

Archtop Fiber is proud to be an Equal Opportunity Employer. We celebrate diversity and are committed to creating a welcoming and inclusive environment for all.

Send resumes to Careers@archtopfiber.com, or Cfraiman@archtopfiber.com