



Engineering Assistant

We are Pioneer Connect, a local broadband provider committed to providing internet, phone, and video services that keep our customers connected from the central Oregon Coast to the Willamette Valley. We are looking for an **Engineering Assistant** to join our team.

The Engineering Assistant performs assigned work regarding the creation, issuance and record keeping of engineering staking sheets, cable maps, detail maps, work orders and pole contact information. This position utilizes the computerized programs associated with the department to support the everyday activity and workload of the Outside Plant Engineers.

Other responsibilities:

- Updates and maintains computerized Outside Plant mapping records by posting “as-built” work order data into the system.
- Monitors Outside Plant mapping to assure the records are up to date, accurate and consistent.
- Assists Engineers in preparing work orders associated with service orders, plant condition reports, plant upgrades, both greenfield and brownfield developments and joint utility projects.
- Assists Engineering, Construction and Accounting personnel with damage work orders by compiling the data and support information needed to process associated work orders.
- Works with Engineering, Construction and Accounting personnel to research and resolve discrepancies in work orders prior to closing them electronically.
- Assists Engineering personnel by preparing and processing permit applications, easements and pole contact information.
- Assists Engineers with compiling data and creating computerized “cut sheets” for work orders.
- Work with City, County, State and Federal agencies to obtain and post updated GIS data and other boundary information into the MapWise database.
- Monitors and maintains the electronic Work Order Log.

We are looking for a person who is:

- **Self-starter.** You are results-oriented and take initiative to get the work done. You are organized and are able to juggle multiple tasks in an ever-changing environment.
- **Team player.** When you are assisting others, you understand that building the relationship is just as important as getting the work done. You are able to work collaboratively to meet shared objectives.
- **Problem Solver.** You welcome the challenge of solving problems and are resourceful in finding solutions. Your can-do approach is what sets you apart from your peers.

This position requires:

- Typically requires a high school diploma or GED and at least three years prior telecommunications experience in the Outside Plant field.
- Must have excellent computer skills with an emphasis on Geographic Information Systems (GIS), AutoCAD and Microsoft Office software.

- Requires the ability to maintain good working relations with personnel from other departments at the Cooperative and outside agencies.
- Must have time management and organizational skills along with the ability to multi-task.
- Possess strong communication, teamwork, problem-solving, and interpersonal skills.
- Must demonstrate initiative and attention to detail, possess the ability to analyze facts, and make recommendations.
- Requires a valid Oregon driver's license and the ability to maintain a valid license.
- Requires the ability to work under general supervision. Must be able to work hours scheduled, including extended hours when the need is required.

What you can expect from Pioneer:

- **Community.** Individually and as a company, our employees take pride in working hard for the people whom we have the honor and privilege to serve. We are proud to play a role in helping make each of our communities a better place to live and work.
- **Support.** We love what we do and will provide you with support, every step of your career. Pioneer offers an insurance package which provides full-family, employer-paid health coverage and a generous retirement program. Taking care of you is important to us!

Since our founding over 70 years ago, **Pioneer Connect** has been overcoming barriers and thinking creatively to bring our customers the best possible services at an affordable price. If you are ready to be considered for our team, please send your resume to hr@pioneerconnect.net

For more information, visit us on our website at www.pioneer.net.

Cascade Employers Association is assisting with this recruitment.