



General Summary

The **Access Engineer** position is responsible to assist the Engineering and Facility Assignment and Design (FAD) groups while working independently on individual daily tasks. Daily tasks are roughly 100% computer, desk type work.

The ideal candidate will possess knowledge and experience working with personal computers and the Microsoft Suite of software products. Knowledge and experience with spreadsheets, database programs, and accounting procedures are preferred.

Daily Tasks

- Review and compose emails with information to/from internal and external sources.
- Review circuit designs and utilize appropriate department assistance for the design, drawing, and implementation of special circuits as well as internal/external correspondence regarding same.
- Review Facility Requests for new and existing subscribers to determine type, requirements, and assignments to process requests.
- Work to obtain substantial knowledge and experience with mapping software including the composing of fiber optic splicing sheets for PMT fiber splicing personnel as well as employed contract fiber splicers. Coordinate time frames between plant placement, splicing and installation dates.
- Become a Subject Matter Expert (SME) with MAPCOM M4 software suite.
- Update facility records with accuracy for both the Inside Plant and Outside Plant.
- Efficiently coordinate special projects with appropriate personnel, material, and safety.
- Openly discuss projects in a group environment while conducting a weekly Operations Meeting.
- Creating accurate reports for cable cuts/swings, conversion areas and plant retirement, as well as for Accounting and NOC/IT groups, as requested.

Knowledge, Skills, and Abilities

- Self-Motivated Starter.
- Ability to focus and work independently.
- Ability to prioritize time, punctual.
- Skill in reading and interpreting maps, staking sheets, and cable records.
- Ability to communicate with co-workers and various business contacts in a professional and courteous manner, function as a team player.
- **Ability to pay close attention to detail.**

- Basic Computer knowledge
 - o Experience with Microsoft Suite of products.
 - o Spreadsheet experience, creating reports using SQL expressions.
 - o ACAD experience.
- Good problem-solving skills.
- Maintain punctual, regular, and predictable daily attendance.
- Work collaboratively in a team environment with a spirit of cooperation.
- **Perform other job duties and responsibilities as required to fulfill job functions as assigned.**

Education and Experience

- Must have a valid Driver's License and a clean driving record.
- Willing to travel as required for training.
- Be able to pass both a Background check and Drug Screen.
- High School diploma or GED required.
- Must be computer literate with experience with Microsoft Operating Systems.
- Strong written and verbal skills.

Location:

- This position will be based in the Rupert, Idaho area.
- No relocation available

How to Apply:

Send a cover letter and resume to:

PMT
ATTN: Director of Operations
PO Box 366
Rupert, ID 83350

Or email HR@pmt.coop

Closing Date:

When a suitable candidate is found.

PMT is an Equal Opportunity Employer; all qualified candidates are encouraged to apply. We offer competitive compensation and an outstanding benefits package including health, dental, vision, accident and life insurance, short-term and long-term disability, 401(k) with company match, flexible spending accounts, tuition reimbursement, paid training, and much more! PMT is an Equal Opportunity Employer and Drug Free Workforce.