

Concho Valley Electric Cooperative, Inc.

Position Description

Position Title: Fiber Outside Plant (OSP) Supervisor

Department: Outside Plant - Fiber Division

Reports To: Director of Information Technology

Oversees: Fiber Installers

FLSA Status: Non-Exempt

NRECA Job Code: 34-3131

Reviewed/Revised: 05/2025

GENERAL DESCRIPTION:

The Fiber Outside Plant (OSP) Supervisor is responsible for supervising the design, deployment, and operational management of the Cooperative's fiber broadband network. This includes oversight of Active and Passive Optical Network (PON) infrastructure and integration with smart grid technologies to support electric system reliability. The role ensures alignment with strategic broadband objectives while maintaining operational and technical excellence.

ENVIRONMENT: This position requires a combination of office-based planning and field-based supervision. Occasional travel, irregular hours, and work in varied weather conditions are expected.

INTERNAL CONTACTS: Director of Information Technology, Network Technician, Lead Fiber Installer, Safety Personnel, Warehouse Supervisor, Engineering Staff, and other employees as needed.

EXTERNAL CONTACTS: General public, construction contractors, vendors, engineering firms, permitting authorities, municipal officials, utility companies, and members as needed.

PURPOSE:

- Supervise the Outside Plant Operations team, including goal setting, coaching, and performance management.
- Deliver standards-compliant FTTH infrastructure on time and within budget, expanding reliable broadband service for Cooperative members.

- Oversee departmental functions and project execution in coordination with engineering and operations both internal and contracted personnel.
- Oversees daily activities of third-party construction crews; enforces quality and safety standards.
- Assist with the development of capital and operational budgets; manage expenditures for fiber projects.
- Ensure timely completion of broadband initiatives, including required permitting, documentation, and procurement activities.
- Reviews construction drawings, splicing schematics, and as-built documentation.
- Ensures compliance with RUS design standards, NESC, and OSHA regulations.
- Secures permits and manages right-of-way approvals for fiber routes.
- Conducts regular site inspections; resolves field issues promptly.
- Approves contractor invoices and validates completed work.
- Manages project budgets; tracks costs and reports variances.
- Collaborate with Safety personnel to support training, documentation, and on-site safety protocols.
- Resolve customer concerns related to broadband projects promptly and professionally.
- Maintain high standards of quality, technical precision, and service reliability across all assigned tasks.
- Support strategic planning efforts to identify and evaluate new project initiatives.
- Enforce compliance with Cooperative policies, procedures, and technical standards.
- Develops project plans, schedules, and material forecasts for FTTH deployments.
- Provides status updates to leadership; identifies risks and recommends corrective actions.
- Leads project close-out, ensuring complete documentation and accurate as-built records.
- Coordinates material orders with warehouse and inventory teams.

- Supports project close-out processes and documentation.
- Reinforces Cooperative safety policies on all project sites.
- Follows safety rules and guidelines
- Assist with Annual Meeting.
- Must be regular in attendance.

Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

KNOWLEDGE, SKILLS AND ABILITIES:

Solid knowledge of aerial and underground fiber construction methods and RUS standards. Working knowledge of Active, Passive Optical Network (PON) architecture. Proficiency in project management, budget tracking, and contractor coordination. Relevant certifications (PMP, CFOT) preferred but not required. Basic computer skills (email, spreadsheets, document management) essential. Excellent organizational, analytical, and communications skills, both verbally and in writing.

EDUCATION AND QUALIFICATIONS:

High school diploma or equivalent required. Minimum 10 years of experience in fiber broadband engineering, construction, or operations. Certification in Passive Optical Network (PON) and FTTH Design preferred. Strong technical expertise in fiber design, deployment, and distribution practices. Demonstrated ability to lead and develop a high-performing technical team. Proven skills in budget development, project tracking, and task prioritization.

PHYSICAL DEMANDS: Eye-hand coordination is necessary; moves and manipulates up to 50 pounds; job consists of standing, walking, sitting, stooping, bending and reaching; Sitting for extended periods of time; Dexterity of hands and fingers to operate a computer keyboard, mouse, power tools and to handle other computer components. Able to walk on uneven terrain.

EQUIPMENT OPERATED: Must have a current Texas driver's license without violations that would prohibit insurability. Must operate a vehicle safely, pass background check and drug screening.