



Job Title: Level 4 Lead Installer
Reporting Location: Plymouth, MI.

Reports to:

Director of Operations

Position Description Summary:

Have a minimum of 6 years experience, or equivalent of Central Office Equipment installations. Perform inventory, installation and administrative responsibilities on a per project basis, overseeing all activity associated with each assignment. Services are performed within guidelines of customer requirements and CCI Workmanship Standards. Maintain customer relations on an operational level. Position may require relocation and some travel.

Principle Accountabilities:

Competency Level Four (L-4): is a position that requires (in addition to L-3), a minimum of 6 years of accumulated experience, plus the capability to perform test and turn-up procedures on working equipment (including performing "hot-cutover" power distribution and timing/synchronization cutover detailed Methods Of Procedure - MOPs), provide circuit modifications, software retrofits/upgrades, and battery removals/ additions.

Mastery of Network Installation skills. (See Network Installer Job Description).

Acknowledge and correct all complaints initiated by customer representative.

Hold JSA and MOP meetings, coordinating site access, schedule power cuts, designating storage of tools, materials and schedule for workday.

Possess communication skills necessary to insure a positive and productive interface with customer representative, technical support and upper management.

Notify CCI president or Project Manager of job status during installation process.

Present professional image in conduct, attitude and appearance.

Assign work tasks to installation crew.

Perform inventory of customer supplied equipment and CCI supplied material. Any shortages will be faxed back to CCI notating shortages. Inventory must be done first day on site.

Contact CCI Engineer for that project to report any inconsistencies in job specification or materials.

Contact CCI Quality Auditor at a stage in project that allows time for auditor to perform pre-completion audit.

General all project paperwork and fax back to CCI office, then input information in project EJF.

All other employee accountabilities are listed in the employee handbook.

Timelines and Requirements:

Must complete projects on time and installation defect free. All defects found by either CCI or customer quality assurance personnel will be corrected immediately. Time sheet must be submitted by Monday 9:00 am. Hours must be accurate and apply to the correct job. Crew's timesheets must be verified prior to submittal. Pay schedule is weekly.