



## Outside Plant(OSP) Technician

**Reports to:** Management, OSP Foreman

**Direct Reports:** Splicer/s, Foreman, Installation Technicians, Sub- Contractors

**Critical Responsibilities:** Site Supervision, Site Safety & Environment, Quality Control, People/Sub-Contractor Management, Duty Versatility/Support & Training, Accountability

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### 1.0 Site Supervision

1.1 Ensure the daily organisation of all site work is performed in accordance with HighAngle Policy and Procedure (found in HighAngle's OH&S Safety Manual).

1.2 In conjunction with Management, plan and review overall status of projects on an ongoing basis.

1.3 Ensure all site resources (labour, machinery, materials, sub-contractors, etc.) are effectively utilised and monitored in order to achieve timely completion of projects.

1.4 Ensure Management is aware of the specific needs of the site in regards to resources and ensure prompt communication when those needs change.

1.5 Ensure Management is promptly provided with any relevant documentation received from the client, landlords, or any other relevant correspondence.

1.7 Ensure that all statutory requirements (municipal, site specific, ATTOPS etc.) are adhered to at all times.

1.8 Ensure I-Auditor is updated (if applicable).

1.9 Translate I-Auditor result to Project Management (if applicable)

1.10 Manage monthly work flow and consult with management staff where necessary

1.11 Ensure site materials list and other pertinent paperwork are completed at the end of each day and communicate with Management so any materials that is required for the next days' or weeks' work (whichever is appropriate) is available.

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## **2.0 Site Safety & Environment**

2.1 Possess a full understanding and working knowledge of HighAngle's OH&S Policies and Procedures, ensuring all site personnel adhere to them at all times.

2.2 Inspect and ensure the appropriate safety equipment is in good working order and available to site personnel at all times.

2.3 Ensure that all work is performed in a safe and efficient manner, while maintaining HighAngle's high standards of quality.

2.4 Ensure that all work is done in a manner that is respectful of tenants, minimizing damage to buildings and inconvenience to the public.

2.5 Notify Management of any unsafe or potentially hazardous situations that arise on site.

2.6 Report to Management any cause for concern that an employee is under the influence of drugs and/or alcohol during working hours. Refer to Alcohol and Substance Abuse Policy"

2.7 If any injuries, ensure proper WCB protocols are followed and first aid is given in a timely manner by the most qualified practitioner available.

2.8 Ensure that the injury is reported to Management as soon as it is safe to do so.

2.9 Ensure that tailboards, safety meetings, confined space and fall arrest plans are completed prior to work starting on site every day and that all workers know what action to take in the event of an emergency.

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### **3.0 Quality Control**

3.1 Ensure that all work conforms to HighAngle's high level of quality and that all personnel adhere to these standards. – Refer to Foreman's Manual

3.2 On an ongoing basis, monitor all work being performed against specifications to ensure the continuing quality and accuracy of work being performed.

3.3 Prior to the commencement of construction, obtain the job package from PM/I-Auditor and familiarize yourself with the relevant project specifications, drawings and budget.

3.4 Notify Management of any defects, mistakes, or errors identified.

3.5 Provide a clear line of communication between the various levels of personnel on a project (Management, Splicer/s, OSP Foreman, Foremen, Lead Hands, Installation Technicians and Sub-Contractors)

3.6 Ensure all parties involved are aware that the Splicer/OSP Managers is responsible for all decisions regarding the completion of a project, and all communication needs to go through the proper chain of command (i.e. Splicer/OSP Managers to PM/Management).

3.7 Confirm Progress Reports, Job Detail Sheets, Time Sheets and I-Auditor are complete and submitted daily.

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### **4.0 People / Sub-Contractor Management**

4.1 Be available for the mentorship and training of OSP Technician/s to help develop their skills and abilities.

4.2 Communicate with Management to ensure that the latest documents, information, and contacts are in your possession prior to the commencement of any work being done.

4.3 Ensure that relevant information is communicated to ISW Technicians, Splicer/s and Sub-Contractors enabling them to effectively carry out their duties.

4.5 On an ongoing basis, monitor the progress of Sub-Contractors in order to determine quality and timing for future work.

4.6 Prior to any "out of scope" work being done by anyone, including Sub-Contractors, communicate with the PM and Management to ensure approval.

4.7 Ensure all reasonable steps are taken in order to achieve timely, quality installs.

4.8 Always use clear, concise, and detailed communication to allow everyone involved to do the best work possible.

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## **5.0 Duty Versatility Support/Training**

- 5.1 Be prepared to work in other roles and carry out other duties and responsibilities as required.
  - 5.2 Be prepared to assist other company personnel as required.
  - 5.3 Become actively involved in "on the job" training of subordinates.
  - 5.4 Participate in any training programs requested by HighAngle Management.
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## **6.0 Accountability**

- 6.1 Submit time sheets daily - complete time sheets correctly (i.e. Building addresses, number of hours worked (Regular time, Over time, Travel Time)
  - 6.2 Submit daily materials used list to the OSP Foreman at the end of each work day.
  - 6.3 Communicate with OSP Foreman to compile a list of materials needed to carry out the scheduled work for the next day/s.
  - 6.4 Prior to leaving for site ensure that all materials required for the day's work are loaded in the truck, communicating with the OSP Foreman and fellow OSP Technicians to ensure nothing is forgotten.
  - 6.5 Communicate low stock levels to Management and Warehouse Personnel when using shop materials to ensure that HighAngle projects can run smoothly and efficiently.
  - 6.6 Ensure Progress Reports, Job Detail Sheets, Time Sheets and I-Auditor are complete and submitted daily.
  - 6.7 Treat HighAngle's vehicles, tools and equipment with respect and communicate with Management and Warehouse Personnel any issues with vehicles, tools or safety gear that requires action.
  - 6.8 Ensure that the trucks receive proper preventative maintenance measures (i.e. fluid level checks, oil changes, etc.), via and report any mechanical issues with the truck to Management as soon as they arise.
  - 6.9 Ensure HTG vehicles are kept in an organized manner. Clear of rubbish and restocked daily
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HighAngle Technical Group Inc. is responsible for providing all of the labour, material, equipment, and services necessary for fiber installation. This is a responsibility and we strive to complete our projects with a high level of professionalism and quality.

We are a Safety, Quality, Environmentally, and Human Rights Conscious Company and as a result, it is the responsibility of every employee to fully understand and adhere to all of the Company's Policies and Procedures.