



Job Description: OSP Make-Ready Coordinator/Inspector

Job Type: Full-Time

About

NEKCV is a community-driven organization whose mission is to ensure high-speed broadband internet service is available to the most rural and underserved communities in the Northeast Kingdom and the Central Valley. Founded in 2020 as a Communications Union District, we began network construction in 2021. We're a growing company of 30 employees, which means there's lots of room for growth and learning. Here at NEKCV, we're committed to creating an inclusive culture where all employees feel welcomed and valued. As we continue to grow, we are seeking an OSP Make-Ready Coordinator/Inspector to join our team.

Position Overview

NEKCV is seeking a highly organized and detail-oriented OSP Make-Ready Coordinator / Inspector to support the planning, coordination, and field inspection of outside plant (OSP) make-ready work across our fiber-to-the-home network.

This position plays a critical role in ensuring pole make-ready work, strand placement, and related construction activities meet utility standards, safety requirements, and project timelines. The ideal candidate understands rural aerial fiber construction, utility coordination, and field quality assurance. This role is essential to NEKCV's multi-year network buildout as we expand reliable, affordable broadband across the Northeast Kingdom and Central Vermont.

Key Responsibilities

Make-Ready Coordination

- Coordinate pole make-ready work with electric utilities, pole owners, and third-party attachers.
- Track make-ready applications, approvals, engineering, and construction status.
- Maintain documentation related to joint use agreements and pole attachment licenses.
- Serves as a point of contact between engineering firms, utilities, and construction contractors.
- Ensure compliance with NESC, utility standards, and pole owner specifications.

Field Inspection & Quality Assurance

- Conduct field inspections of completed make-ready work.
- Identify deficiencies and coordinate corrective actions.
- Document inspections with photos and written reports.

- Verify contractor adherence to construction standards and approved designs.

Project Tracking & Documentation

- Maintain accurate records of make-ready progress and completion.
- Update GIS or project management systems with status reports.
- Assist with reporting requirements related to state and federal broadband funding programs.
- Support close-out documentation for completed segments.

Collaboration & Communication

- Work closely with engineering, construction, and operations teams.
- Support dispute resolution related to pole ownership or construction issues.
- Communicate proactively regarding schedule impacts or compliance concerns.
- Represent NEKCV professionally in the field with utilities, contractors, and community members.

Work Environment

- Combination of field inspections and office/remote administrative work.
- Regular travel throughout rural Vermont terrain.
- Exposure to outdoor weather conditions and active construction sites.

Qualifications

- 3+ years experience in OSP construction, utility coordination, or fiber deployment. Working knowledge of pole make-ready processes and joint use agreements.
- Understanding of NESC standards and aerial construction practices.
- Experience reading engineering designs and construction prints.
- Strong organizational and documentation skills.
- Valid driver's license and ability to travel throughout the Northeast Kingdom.

Preferred

- Experience in rural fiber deployment.
- Utility or electric cooperative background.
- Familiarity with GIS systems and project tracking software.
- Experience working on publicly funded broadband projects (e.g., BEAD, ARPA, VCUDA).
OSHA 10 or 30 certification.

Benefits

- Benefits are competitive, including 100% health insurance for the employee and up to 75% for the family; 30 days of combined time off; dental, vision, short and long-term disability, life insurance, and up to 3% retirement match
- Paid time off and holidays.

- Professional development opportunities.
- Salary range is \$70,000 to \$80,000 depending on experience.

Application Process

Interested candidates should submit a resume and cover letter outlining relevant experience and qualifications to careers@nekbroadband.org

Equal Opportunity Employer

NEKCV is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.