



WESTMAN | COMMUNICATIONS GROUP

Together
WE BUILD

**New Connections
Stronger Communities**

UNDERGROUND UTILITY SERVICES COORDINATOR (BRANDON, MB)

WESTMAN COMMUNICATIONS GROUP (Westman) is seeking applications from energetic, highly motivated individuals to become part of our growing team!

Westman is an industry-leading communications provider based in Brandon MB, offering residential and commercial High-Speed Internet, Digital TV, and Phone services in communities across Manitoba. Established in 1977, as a locally owned and operated cooperative, Westman is dedicated to delivering competitive and innovative services, providing an exceptional member experience, and supporting the communities we serve.

What we have to offer:

- Competitive compensation package.
- Comprehensive group benefits plan (extended health; life; dental; vision; GRRSP; and health and wellness).
- Various Learning and Development initiatives, and opportunities to grow within our team!
- Opportunity to participate in company events and activities and enjoy our company perks!

What you'll do:

- Organize, coordinate, and direct all construction work related to underground service line (drops) and Utility Locates, communicating with necessary stakeholders (i.e. other departments, property owners, contractors, etc.)
- Communicate and support external Contractors on priorities, milestones, and deliverables, ensuring quality control and maintenance of related KPIs.
- Prioritize requests and organize the dispatch of technicians or Contractors.
- Contact requesters and/or Contractors when notification or follow-up is required.
- Assist in contract administration and maintain/update Membership with Utility Safety Partners, ensuring current maps are registered.
- Ensure information is being updated for each ticket in the repository for internal and external awareness.
- Generate reports related to work completed and projected volumes.
- Order project approved materials and industry specific tools as directed.
- Provide information related to budgets and finance, such as damage report details, capital expenses, etc. when applicable.
- Manage several projects simultaneously and ensure tasks are completed according to best practices.

What you'll bring to the team:

- Minimum grade 12 education or equivalent.
- Post-secondary diploma/degree in technology, business administration, trades, or a related field would be considered an asset.
- Minimum 1-2 years' experience related to utility service lines or general construction.
- Experience with GIS mapping is considered an asset.
- Experience within the telecommunications industry is considered an asset.
- Experience with QuickBase & CSG is considered an asset.
- Ability to read and understand maps and satellite images.
- Permitting, construction, technical aptitude is considered an asset.
- Proficiency with Windows PCs, including the ability to have multiple files open and web browse for required resources.
- Must hold and maintain a valid driver's license.

DEADLINE FOR APPLICATIONS: This position is open until filled.

As an equal-opportunity employer, we are committed to an inclusive and barrier free environment at Westman Communications Group and encourage applications from all qualified individuals. If you require a reasonable accommodation at any point during recruitment process or would like to request this posting in an alternate format, please indicate by emailing hr@westmancom.com of the accommodation requirements. While we thank each applicant for their interest, only selected candidates will be contacted.

**Apply today to join our team at <https://westmancom.com/careers>
and begin your exciting career journey with us!**

COMMUNITY • TEAMWORK • INTEGRITY • INNOVATION • CUSTOMER EXPERIENCE