

COVID-19 Update

SaskTel continues to be on the lookout for top talent and the health and safety of our team members and customers is a priority. At SaskTel, we are closely monitoring the COVID-19 situation and have adapted our recruitment processes to include virtual interviewing to protect the health and safety of the public and our team members. You may experience delays regarding your application but we will keep you informed of any developments that impact the timeline of the selection process. Thank you for patience. Stay Safe and Stay Connected.

Technical Assistant (Construction Control Centre)

Location: Regina, Saskatchewan (in the office)

Position Type: Temporary

End Date: December 20, 2022 (with possibility of extension)

Number of Positions: 1

Salary: \$26.32 - \$34.63 (will be based on education and experience).

Closing Date: January 24, 2022

JOB SUMMARY

Schedules, coordinates, forecasts and prices buried cable projects throughout the province and ensures in-service dates are met. Provides support and expertise to field personnel. Investigates and resolves any problems that may arise i.e. availability, quantity, delivery and substitution of material. Researches and compiles short form contract information for tenders to construction contractors.

TYPICAL DUTIES & RESPONSIBILITIES

(Not all inclusive or applicable to all assignments)

1. Schedules, coordinates, forecasts and prices buried cable projects throughout the province and ensures in-service dates are met.
2. Interprets and analyzes requests for fibre plough jobs from Design Engineering and determines the scope of the work required.
3. Meets with internal and external agencies involved and establishes a time frame for required work.
4. Verifies all construction material is available and ensures delivery dates correspond with in-service dates.
5. Utilizes SAP to resolve problems related to material, equipment, availability, quantity, delivery, location, substitution of material and notifies field personnel assigned to the job.
6. Analyzes, prepares and submits activity reports on status of plow schedule, forwards to all affected departments.
7. Researches, evaluates, compiles and organizes short form contract information for construction contractors. Analyzes information and writes tenders for Construction Managers.
8. Contract invoice reconciliation and creation of misc. reports.
9. Field checks and verifies asbuilts, wire work sheets, etc., for Access Network Design.

QUALIFICATIONS

1. Level 30 Algebra or Foundations of Mathematics 30 or Pre-calculus 30 AND Physics 30 supplemented with post-secondary courses in Electronics and 2 years experience in the design or installation of outside plant telecommunications equipment.
2. Working knowledge of personal computers and various software applications.
3. Good communication skills and the ability to deal effectively with others.
4. Must have a valid drivers license.

About SaskTel

SaskTel is the leading Information and Communications Technology (ICT) provider in Saskatchewan, with over \$1.2 billion in annual revenue and

approximately 1.35 million customer connections. SaskTel offers a wide range of ICT products and services including competitive voice, data and Internet services, wireless data services, maxTV services, data centre services, cloud-based services, security monitoring services, advertising services, and international software and consulting services with a workforce of approximately 3,600 employees.

Thank you for your interest in SaskTel - we look forward to reviewing your applications!