

Nemont

JOB DESCRIPTION

Job Title: Plant Operations Manager
Department: Plant Operations
Reports To: Assistant General Manager

FLSA Status: Exempt

Job Summary: Manage and direct the activities of the Plant Operations Department for all of Nemont Telephone and its subsidiary companies that serve portions of northeast and south central Montana and northwest North Dakota.

Essential Job Duties and Responsibilities

- ◆ Develop, implement and manage all aspects of operations, including Engineering, Outside Plant, Central Office, Data Operations, Facilities.
- ◆ Manage the operations staff, including selection, training, development, performance management, appraisals, and coaching, insuring that the goals and objectives set by the company are met.
- ◆ Plan, develop and make recommendations on department organization, staff, short-range and long-range programs and equipment.
- ◆ Develop and manage the capital and operating budgets for the department to ensure company financial objectives are met.
- ◆ Actively participate in the strategic planning process as a member of the management team by providing support of company initiative, maintaining confidentiality, taking initiative to propose policies and programs that contribute to the company's success, and accepting accountability for participation. Set a positive leadership example demonstrated through performance.
- ◆ Keep informed of technical developments through the study of technical literature, attendance at appropriate meetings, and participation and reading on research activities in communications.

Additional Job Duties and Responsibilities

- ◆ Perform other duties and responsibilities as required to fulfill job function or as assigned.

Knowledge, Skills, and Abilities

- ◆ Must have knowledge of company policies, procedures, products and services.
- ◆ Must have knowledge of all aspects of the plant department.
- ◆ Must have knowledge of the communications, Internet, video, and wireless industries.
- ◆ Must have knowledge of the products and services offered by the company and the systems required for service delivery.
- ◆ Must have knowledge of RUS specifications.
- ◆ Must have knowledge of applicable federal and state laws, codes and industry practices, and industry legislation.
- ◆ Must have knowledge of general office practices and procedures
- ◆ Must have time management and organizational skills.
- ◆ Able to operate a personal computer and related software, as well as various office equipment such as a copy machine, fax machine and multi-line telephone.
- ◆ Able to write original material, edit, proofread and finalize written material.
- ◆ Able to work from oral and written instructions and make decisions independently and take responsibility for them.
- ◆ Able to handle multiple priorities, work accurately, work under pressure, and respond quickly to tight deadlines.
- ◆ Able to speak effectively to individuals and groups of people, including the Board of Directors.
- ◆ Able to function effectively as a team player.
- ◆ Able to think analytically and be a problem solver.

- ◆ Able to communicate effectively, both in writing and in speaking, with customers, co-workers, and various business contacts in a courteous and professional manner.
- ◆ Able to be a leader.
- ◆ Able to read, write, analyze, and interpret reports.
- ◆ Able to obtain and maintain a valid Montana driver's license, have a good driving record and be insured under the Cooperative's insurance policy.
- ◆ Able to provide excellent customer service.
- ◆ Able to work in a safe and effective manner.
- ◆ Able to maintain confidentiality of Company records when required.
- ◆ Able to create a team environment and sustain employee morale.
- ◆ Able to work under conditions of frequent interruption, paying close attention to numerous details.
- ◆ Able to use considerable judgment in planning and scheduling work, training personnel and coordinating work with other departments.
- ◆ Able to work with nominal supervision.
- ◆ Able to travel.

Education/Experience

Any combination equivalent to the following education and experience that would provide the required knowledge, skills and abilities would qualify. A typical way to obtain the knowledge, skills, and abilities would be:

Bachelor's degree in engineering, telecommunications field, electronics, business administration or other related field, a master's degree preferred; 10 plus years of progressive management roles in plant operations, and/or network management, with a minimum of fifteen years of experience in the telecommunications industry. Cooperative experience a plus.

Physical Demands

- ◆ Sits at desk most of working day.
- ◆ Stands and walks short distances in office.
- ◆ Handles books, papers, and office equipment.
- ◆ Must have visual accuracy to post data in small spaces.
- ◆ Stoops and bends when using files.
- ◆ May be required to lift and carry weights up to 25 pounds.

Additional Information

This job description is not intended to be all-inclusive. The successful candidate will also perform other reasonably related business duties as assigned by the CEO. Nemont reserves the right to revise or change job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.

Employee Acknowledgement

Date

Effective Date: July 17, 2008