UPN is currently looking for a **Manager of Locate Screening** located in **Kansas City, MO**. This candidate will be responsible for the management of all staff, processes, reporting and vendors associated with correctly, safely, and efficiently ensuring Unite Private Networks' underground fiber assets are protected from damage during all aspects and from all parties associated with ground disturbance activities.

Specific responsibilities include:

- Manage all aspects of locating and screening tasks and staff.
- Manage all contract locating agreements and vendors.
- Manage relationships with respective State 811 centers.
- Responsible for budget management and reporting of enterprise-wide locating expenditures.
- Coordinate with key departments to ensure damage events are managed efficiently, reporting is complete and accurate, root-cause is identified and documented, and as necessary assist in communication involving 3rd party entities associated with damage events.
- Coordinate with key business units to ensure data updates are distributed accurately and timely to critical entities.
- Responsible for management of relationship of all departmental 3rd party software entities.
- Produces printed and electronic maps for internal and external customers showing map features and applicable map layers.
- Responds to data inquiries from various groups within and external to the organization.
- Under the direction of the VP Infrastructure assist in the development of departmental staff
- Perform advanced queries and reporting analysis of locating and screening information system with minimal supervision.
- Operates computer workstation to conduct research of telecom utility information, manage utility ticket management system workflows, and to update GIS databases.
- Perform regular quality control tasks associated with all processes and procedures associated with departmental activities.
- Attends meetings, conferences, workshops.
- Other duties as assigned by management.

Requirement for the position include:

Education

- High school diploma required.
- Bachelor's degree preferred.

Experience

- 3+ years' experience managing elements associated with locate ticket management systems, staff, and processes and procedures associated with One Call ticket entities and associated processes.
- 2+ years' experience with Geographic Information Systems inclusive of geospatial data analysis and map quality evaluation.

Skills/Abilities

- Detail-oriented.
- Strong web-research skills, including the use of web-based maps.
- Adept at working with large data sets with an ability to identify patterns.

- Demonstrated ability to work independently, as well as in small and large cross functional teams.
- Strong ability to identify, produce, and communicate key elements associated with regular workgroup reporting.
- Ability to draw conclusions from data and recommend actions.
- Strong computer literacy.
- Strong verbal and written communication skills.

Physical Requirements

- Ability to hear, understand and respond appropriately to verbal request made in person and over the telephone in an understandable and professional way.
- Manual dexterity to input data into the computer, the ten key calculator and operate a fax and or copier.
- Visual ability.
- Ability to stoop and bend.
- Ability to lift 50 pounds.
- Ability to twist, turn, pull and push.
- Ability to work extended hours on a consistent basis at a computer terminal

Salary is commensurate upon education and experience. Qualified candidates interested in this opportunity should submit their cover letter, resume and salary requirements.

UPN is an Equal Employment Opportunity/Affirmative Action Employer: M/F/D/V

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