



UPN is currently looking for an experienced **Screening Manager** located in **Kansas City, MO**. This candidate will oversee daily operations of the screening department staff, locating ticket management system, and contract locator to correctly, safely, and efficiently locate Unite Private Networks underground telecommunications utilities.

**Specific responsibilities include:**

- Development and support of Screening Technician staff.
- Provides technical and administrative assistance to the company locating contractor.
- Provides technical and administrative assistance to state One Call departments.
- Oversees day to day operations of company ticket management systems.
- Screen One Call tickets.
- Responds to data inquiries from various groups within and external to organization.
- Create and publish regularly scheduled and/or ad hoc reports as needed.
- Attends meetings, conferences, workshops.
- Provides technical and administrative assistance to the Director of Fiber Management for the company locating ticket management program.
- Other duties as assigned by the Fiber Management Director.

**Requirement for the position include:**

- High school diploma or GED required.
- Some college preferred.
- 5 years' experience with utility One Call locating programs.
- 2+ years' supervisory experience in a One Call locating or screening environment with verifiable experience in overseeing a ticket management system preferred
- 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 computer literacy.
- Strong verbal and written communication skills.
- Ability to draw conclusions from data and recommend actions.

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

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

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