

Interface Communications Company  
5400 Mt. Meeker Road, Unit A  
Boulder, CO 80301  
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## Systems Foreman

### **Responsibilities and General Duties:**

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The primary job responsibilities of the Voice and Data Foreman are as follows:

- Cabling installation
- Equipment rack installation
- Jack and connector installation
- Cable types will include but are not limited to CAT3, CAT5e, CAT6, CAT6a, fiber optic, COAX, speaker, and control wire
- Testing with various pieces of test equipment
- Possible attendance of job site subcontractor meetings
- Some projects are in occupied buildings and a professional attitude is required
- Must be able to understand all project requirements, specifications, and scope of work to completely install a project as per the required documentation.
- Must be able to lead a team of four to twelve (or more) members to accomplish all milestone objectives.
- Must implement and maintain all quality control and safety measures.
- Must have excellent project planning skills to ensure proper material, labor, tools, and resources are available and on-site for the project team in order to complete the project efficiently.
- Must have excellent communication skills with team members, management, and the customer
- Responsible for all project documentation and closeout procedures, test results, as-built drawings, and warranty submissions.
- Maintain BICSI certification and all continuing education credits required for individual certifications.

**Additional Qualifications and Capabilities:**

- **Physical:** The technician must be able to lift and carry frequently 60lbs, and occasionally 100 lbs. The technician must also be able to bend, kneel, crawl, walk, lift, carry and climb as needed to complete tasks.
- **Use of Tools:** Tools of the trade are required by Interface. The technician must maintain his/her own tools as described on the Employee Tool List. The technician must be proficient in the use of drills, tuggers, and cable trailers.