



## *Solutions for the Future*

Providing Electric, Telephone, Internet and Cable Television Service

557 Kenny Wren Road • P.O. Box 350 • Dillingham, AK 99576

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### **JOB DISCRIPTION**

#### **Apprentice Telephone Technician**

**REPORTS TO:** Network Services Supervisor & Telephone Technician(s)

**SUPERVISES:** No supervisory responsibilities.

**OBJECTIVES:** Assist and learn from Telephone Technician(s) to install, maintain, and service telephone lines, cable, subscriber carrier systems, terminal, protection devices and member-owned equipment. Will also learn to diagnose and repair trouble in switching equipment, voice frequency repeaters, loop extenders, IP phone and associated transport technology, Digital loop carrier/Broadband loop carrier systems, and cable loading systems.

To provide optimum service to the Cooperative's members, employees, and other contracts.

#### **MISSION STATEMENT:**

We exist to serve our members in a cooperative spirit, providing competitive, reliable, and safe services at cost consistent with sound management. We will continually evaluate the needs of our members and take an active role in the development of opportunities advantageous to our members.

#### **RESPONSIBILITIES:**

1. Installs new services and equipment for subscribers by installing drop cables, station protection, and network interface devices.
2. Installs and maintains direct buried and aerial cable plant, including pedestals, splicing, splice enclosures, terminals, protectors, load coils, and repeaters, according to RUS specifications.

*This institution is an equal opportunity provider and employer.*

3. Install and perform initial programming of IP phones and assist CO Technician/Engineer in bringing into service hosted IP service and IP phones.
4. Uses test equipment to trouble-shoot and test circuits, cable pairs, transmission equipment, central office equipment and customer premises equipment.
5. Maintains central office records including outside plant, switching, and directory numbers and cross connect records as required.
6. Maintains service orders, work orders, inventory records, and time tickets in a manner to facilitate necessary accounting for labor, overhead, and material charges.
7. Maintains current knowledge of telecommunication technology by independent study or review of equipment manuals, training manuals, trade publications and magazines.
8. Maintains digital loop carrier (DLC) concentrator and remote R/F Radio sites.
9. Must comply with established practices such as RUS specifications, Nushagak Cooperative's guidelines, safe procedures, and must exhibit a cooperative attitude for a team effort.
10. Maintain work areas in a manner that promotes safety, organization and productivity.
11. Perform basic maintenance and safety inspections on company vehicles and equipment.
12. Able to work on-call and outside their regularly scheduled hours, to be available to assist after hours and on weekends for emergency and/or pre-arranged work.

**As an Apprentice you will be trained to acquire the ABILITIES AND SKILLS:**

1. Thorough knowledge of the principles of electricity and solid-state devices.
2. Capable of interpreting schematic diagrams, adjustment specification and wiring sheets.
3. Capable of working independently in fault location, in CO, and on distribution plant troubles.

4. Thorough knowledge of electromechanical and electronic key systems and digital private branch exchanges, associated maintenance, fault location and programming.
5. Diversified knowledge in the operation of the machines, tools and equipment used in construction of both direct buried and aerial plant.
6. With training, capable of climbing poles. Must be physically capable of doing medium-heavy work on a continuing basis in adverse climatic conditions.
7. Capable of interpreting engineering prints related to construction activities.
8. Thorough knowledge of cable splicing procedures and related machines and equipment. Thorough knowledge of transmission fundamentals related to splicing.
9. Skilled in the use of test equipment for fault location, pair testing, insulation breakdown, and tone sets.
10. Working knowledge of digital and analog subscriber carrier equipment, test gear, and associated items.
11. Perform cable internet connects and disconnects, cable internet system trouble shooting and maintenance, minor headend equipment maintenance, and assist the Network Services Supervisor as directed by supervisor.
12. Perform locates on all telecom plant as necessary.

PHYSICAL REQUIREMENTS:

1. Must have the balance, coordination and strength needed to climb ladders.
2. Must be able to perform fine manipulation tasks while reaching overhead.
3. Must be capable of walking, crawling, bending, and kneeling on varied surfaces.
4. Must be capable of lifting, carrying, pushing, and pulling heavy loads (>50LBS/25KG)
5. Must have hand eye coordination good enough to operate tools and equipment.

6. Must have speech and hearing capable of communicating verbally and qualifying services.
7. Must not be color blind for the purpose of identifying color coded components.

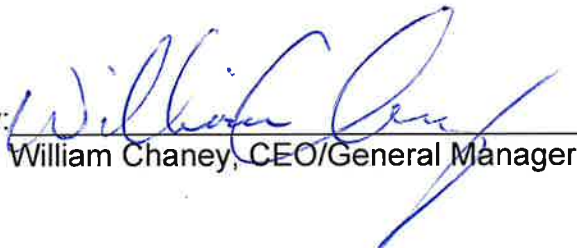
WORKING CONDITIONS:

Work will be performed inside environmentally controlled offices/remotes and outside in the field in potentially inclement weather. Work will include climbing ladders. Work can be around electrical lines and conductors of varying voltage. Must be able to work flexible hours including: scheduled on-call, weekends, holidays, before and after designated shift hours. Must be willing to travel within our rural service area. Modes of travel may include: small planes, ATV's, boats, helicopters, and snow machines.

MINIMUM QUALIFICATIONS:

1. High School diploma and or G.E.D.
2. Must have and maintain a valid Alaska driver's license and a satisfactory driving record.
3. Ability to run Microsoft Office programs
4. Must be able to read and interpret equipment manuals.
5. Ability to pay close attention to detail.
6. The ability to work independently after direction and training.
7. The ability to effectively function as a team Player.

Approved by:

  
William Chaney, CEO/General Manager

Date:

9-16-24