



JOB DESCRIPTION

Job Title: Outside Plant Assistant-Student
Department: Operations
FLSA Status: Non-Exempt
Reports To: Operations Manager
Location: Willcox
Approved By: Heath Bowen
Approved Date: 04/11/2022

GENERAL PURPOSE OF JOB

To shadow department mentors and assist with Design, mapping, onsite installation, troubleshooting, repairs and maintenance of telecommunications products, services and equipment provided to our residential and business customers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(May include but are not limited to the following. Other duties may be assigned.)

- Actively encourages teamwork, open communication, and cooperative interactions by promoting a positive work environment that reflects the company's mission, values, and management goals.
- Learn the overall functions of outside plant telecommunications facilities, to include Engineering, Construction and Installation and Repair and how it relates to our organization.
- Gain experience in the field through direct mentorship with many of our plant technicians
- Learn and assist with general customer installations, repairs, and maintenance activities which will include mapping, fiber optic splicing and copper plant installation practices.
- Learn about the importance of safe work practices, and how they impact you, the customer, and Valley TeleCom Group as an organization
- Learn about and assist with copper and fiber splicing - a very important skill set in our industry!
- Understands and enforces company policies and safety practices.

EDUCATION and EXPERIENCE

Current full-time high school student. Must be going into Senior year. Minimum 16 years of age.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and the ability to effectively present information and respond to questions.

MATHEMATICAL SKILLS

Ability to add and subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions.

COMPUTER OPERATIONS

Basic personal computer skills.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid driver's license issued by the state in which the employee resides.

PHYSICAL/ENVIRONMENTAL DEMANDS

	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			XXX	
Walk			XXX	
Sit			XXX	
Use hands to feel				XXX
Reach with hands and arms				XXX
Climb or balance		XXX		
Stoop, kneel, crouch, or crawl		XXX		
Push or pull		XXX		
Talk or hear				XXX
Drive		XXX		
Keyboarding				XXX

WEIGHT - Lifting and/or carrying	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			XXX	
Up to 25 pounds			XXX	
Up to 50 pounds			XXX	
Up to 100 pounds		XXX		
More than 100 pounds		XXX		

WORK ENVIRONMENT	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Work near moving mechanical parts		XXX		
Fumes or airborne particles		XXX		
Toxic or caustic chemicals		XXX		
Working above ground level		XXX		
Working below ground level		XXX		
Outdoor weather conditions			XXX	
Risk of electrical shock			XXX	

WORKING CONDITIONS

Regularly exposed to outside weather conditions and/or indoor shop environment with adequate ventilation. Occasionally required to climb or crawl into and work in tight spaces such as attics. Must be able to drive a motor vehicle.

PHYSICAL ACTIVITY

Light physical activity performing non-strenuous daily activities of a productive/technical nature.

MANUAL DEXTERITY

Manual dexterity sufficient to reach/handle items and operate a keyboard.

VISION *(Any or all will be required to perform the functions of this position.)*

- Close Vision (clear vision at 20 inches or less)
- Distance vision (clear vision at 20 feet or more)
- Color vision (ability to identify and distinguish colors of telephone cable and fiber color codes)
- Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)
- Depth perception (three-dimensional vision, ability to judge distances and spatial relationships)
- Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)

NOISE

Moderate noise levels (i.e.: business office with computers and printers, light traffic).

TRAVEL

Minimal overnight travel (up to 10%) by land and/or air. Required to be available to travel, by company vehicle, to various property locations and job sites.