



## JOB DESCRIPTION

**Job Title:** Outside Plant Assistant – Student Job Description  
**Department:** Operations  
**FLSA Status:** Non-Exempt  
**Reports To:** Operations Manager  
**Location:** Willcox  
**Approved By:** Heath Bowen

### Summary

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.

### Knowledge of:

**Computer Experience:** Basic personal computer skills.

**Mathematical Skills:**

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

### **Language Skills:**

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

### **Ability to:**

- **Reasoning Ability:** Ability to define problems, collect data, establish facts, and draw valid conclusions.

### **Certificates**

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

### **Education and/or Experience**

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

### **Physical/Environmental Demands**

#### **Physical Activity Level**

Light physical activity performing non-strenuous daily activities of an administrative nature.

- **Stand:** 1/3<sup>rd</sup> to 2/3<sup>rd</sup>s of the time.
- **Walk:** 1/3<sup>rd</sup> to 2/3<sup>rd</sup>s of the time.
- **Sit:** 1/3<sup>rd</sup> to 2/3<sup>rd</sup>s of the time.
- **Use of hands to feel:** Over 2/3<sup>rd</sup>s of the time.
- **Reach with hands and arms:** Over 2/3<sup>rd</sup>s of the time.
- **Climb or balance:** Under 1/3<sup>rd</sup> of the time.
- **Stoop, kneel, crouch or crawl:** Under 1/3<sup>rd</sup> of the time.
- **Talk or hear:** Over 2/3<sup>rd</sup>s of the time.
- **Push or pull:** Under 1/3<sup>rd</sup> of the time.
- **Talk or hear:** Over 2/3<sup>rd</sup>s of the time.
- **Drive:** Under 1/3<sup>rd</sup> of the time.
- **Keyboarding:** Over 2/3<sup>rd</sup>s of the time.
- **Taste and smell:** None
- **Ability to lift and/or carry up to 10 pounds:** 1/3<sup>rd</sup> to 2/3<sup>rd</sup>s of the time.
- **Ability to lift and/or carry up to 25 pounds:** 1/3<sup>rd</sup> to 2/3<sup>rd</sup>s of the time.
- **Ability to lift and/or carry up to 50 pounds:** 1/3<sup>rd</sup> to 2/3<sup>rd</sup>s of the time.
- **Ability to lift and/or carry up to 100 pounds:** Under 1/3<sup>rd</sup> of the time.
- **Ability to lift more than 100 pounds:** Under 1/3<sup>rd</sup> of the time.

Position: OSP Assistant - Student

Approval Date: 3/15/2024

## Work Environment

- **Work near moving mechanical parts:** Under 1/3<sup>rd</sup> of the time.
- **Fumes or airborne particles:** Under 1/3<sup>rd</sup> of the time.
- **Toxic or caustic chemicals:** Under 1/3<sup>rd</sup> of the time.
- **Working above ground level:** Under 1/3<sup>rd</sup> of the time.
- **Working below ground level:** Under 1/3<sup>rd</sup> of the time.
- **Outdoor weather conditions:** 1/3<sup>rd</sup> to 2/3<sup>rd</sup>s of the time.
- **Risk of electrical shock:** 1/3<sup>rd</sup> to 2/3<sup>rd</sup>s of the time.

## 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.

- **Environment:** Outside and inside.
- **Noise:** Moderate noise levels (i.e.: business office with computers and printers, light traffic).
- **Physical Activity Level:** Light physical activity performing non-strenuous duties daily activities of productive/technical nature.
- **Manual Dexterity:** Manual dexterity sufficient to reach/handle items, work with hands and operate a keyboard.
- **Noise:** Moderate noise (examples: business office with computers and printers, light traffic).

**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.
- **Depth Perception:** Three-dimensional vision, ability to judge distances and spatial relationships.
- **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.
- **Adjust Focus:** Ability to adjust the eye to bring an object into sharp focus.
- **Color vision:** Ability to identify and distinguish colors of telephone cable and fiber color codes.

## Contacts

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Works with all departments and employees of Valley Telecom Group. Works with vendors, businesspeople, and customers.

### **Work Schedule/Hours**

- Regular (40 hours per week) with possible split days off subject to company policies. It is also possible that this job will be required to work fewer or more hours during any given week.

### **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.