

North Dakota Telephone Company  
**Telephone Service Technician - Temporary**

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**Department:** Installation & Repair  
**FLSA Status:** Non-Exempt  
**Job Status:** Full Time, Temporary  
**Reports To:** Installation & Repair Supervisor

**POSITION SUMMARY:** Temporary Telephone Service Technician will perform cable locating and PMP (Preventative Maintenance Program) work associated with the maintenance of outside plant facilities.

## **ESSENTIAL FUNCTIONS**

### **Reasonable Accommodations Statement**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

### **Essential Duties and Responsibilities**

- Performs rehabilitation on existing outside telephone plant. This can include changing out of existing pedestals, changing out pedestal poles, resealing of pedestals, labeling of pedestals, and associated cleaning of cables inside of pedestals.
- Responsible for locating and marking of underground telephone cables.
- Will assist in the placement or repair of telephone cables.
- Responsible for reading cable maps.
- Responsible for accurate time reporting.
- Complies with all traffic laws, safety rules, regulations and safe practices while operating the vehicle assigned.
- Sees that truck, tools and working equipment assigned are properly used and kept in good working order and that any required repairs are promptly reported.
- Adheres to Company policies and work rules and complies with all traffic laws, safety rules, regulations and safe practices while operating Company vehicles.
- Responsible for monthly mileage and vehicle condition reports, material and equipment chargeouts, as well as material credited-in and any other clerical forms or other required procedural work. Also, submits sketches and measurements and makes staking sheets when assigned.
- Completes other duties as assigned by management.

\*These tasks do not meet the Americans with Disabilities Act definition of essential job functions and usually equal 5% or less of time spent. However, these tasks still constitute important performance aspects of the job.

## **POSITION QUALIFICATIONS**

- Communicates effectively, clearly, and concisely both verbally and in written form.
- Communicates with co-workers and various business contacts in a professional and courteous manner.
- Works at a sustained pace and produces quality work which is accurate and thorough.
- Ability to work long hours as needed.
- Applies common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Comprehends technical topics and specialized information pertaining to job duties.
- Demonstrates dependability through good attendance and adherence to schedules/policies.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to add, subtract, multiply, and divide in all units of measure pertaining to job duties.
- Reads and interprets documents such as safety rules, operating/maintenance instructions, and procedure manuals.
- Possesses the ability to complete assigned tasks under stressful situations.
- Accepts responsibility for conduct/actions.

## **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

## **EDUCATION/EXPERIENCE**

Associate's degree (A.A.) from two-year college or a one or two year technical school in related field; or one to two years related experience and/or training; or equivalent combination of education and experience.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Valid Drivers License and maintaining insurability under the Company's insurance plan is required.

## **PHYSICAL DEMANDS/WORK ENVIRONMENT**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to walk and stand; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl. The employee frequently is required to walk distances and talk or hear. The employee is occasionally required to sit. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 10 pounds, and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, and color vision. Able to operate mechanical and electrical tools, including drills, generators, rotor hammers, etc.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is frequently exposed to wet and/or humid conditions; high, precarious places; and risk of electrical shock. The employee is occasionally exposed to extreme cold and extreme heat. The noise level in the work environment is usually moderate.

**Note:** The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties and skills required of personnel in this classification. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.