



Technician's Assistant

Department: Field Operations

Location: Utqiagvik

FLSA: Non-Exempt

Reports To: Exchange Manager

Approved By:

Revision Date:

Effective Date:

Position Description

Technician's Assistant provides general support to ASTAC operations in Utqiagvik, AK while learning telecommunications trade.

Principle Accountabilities

- Assist technicians as needed with trouble calls, service orders and projects
 - Learn to install and trouble shoot basic telephone and DSL service
 - Learn to program and troubleshoot WIFI routers for customers
 - Learn to install and troubleshoot outside plant facilities
 - Learn to install and troubleshoot telephone key systems
 - Learn to conduct cellular network drive testing
 - Learn to generate cellular drive test reports
 - Learn to configure cellular handsets
- Provide logistical support by picking and receiving freight as needed.
- Check received shipments for accuracy and enter them into NISC database
- Scan and upload shipping documents and packing slips
- Perform basic vehicle maintenance weekly by checking fluids and adding as needed
- Perform all duties in accordance with applicable safety guidelines
- Identify potential on the job safety hazards
- Perform other duties as assigned

Knowledge, Skills, and Abilities

- Good verbal and written communication skills.
- The speech, hearing and visual ability for this position includes reading, writing, spelling, and the ability to communicate clearly using the terminology of the telephone industry in the English language.
- Ability to work independently and in a team environment.



- Must be detail oriented.
- The physical demands of this position require standing, sitting stooping, kneeling and walking, the ability to lift at least 50 pounds, and work at heights of 60 feet or above
- Individual must demonstrate a positive attitude in a rapidly changing industry.
- Ability to work a schedule reflective of 4 hour days 5 days a week excluding holidays.

Acknowledgement

Employee

Supervisor

Note: This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities.

To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.