



Solutions for the Future

Providing Electric, Telephone, Internet and Cable Television Service

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JOB DESCRIPTION

INTERN Apprentice Telephone Technician

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

SUPERVISES: No supervisory responsibilities.

OBJECTIVES: The Intern Apprentice Telephone Technician supports the installation, maintenance, and repair of telecommunications services and equipment under the guidance of experienced technicians. This entry-level role is designed to provide hands-on training and practical experience in telephone, broadband, and IP-based communication technologies. The intern will assist with fieldwork, central office tasks, recordkeeping, and routine maintenance while developing the skills needed to progress toward a full Apprentice Telephone Technician role.

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.

This institution is an equal opportunity provider and employer.

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

Under supervision, the Intern Apprentice Telephone Technician **will be trained to acquire the ABILITIES AND SKILLS:**

1. Able to follow directions from experienced technicians and supervisor.
2. Assist with installing new subscriber services, including drop cables, station protection, and network interface devices.
3. Support the installation and basic programming of IP phones and help central office staff bring hosted IP services into operation.
4. Help perform cable internet connects/disconnects and basic troubleshooting of internet service issues.
5. Assist with the installation and maintenance of buried and aerial cable plant, including pedestals, terminals, and enclosures, following RUS specifications.
6. Help perform routine maintenance at digital loop carrier (DLC) sites and remote radio facilities.
7. Support locating telecom plant facilities as required.
8. Learn to use standard test equipment to help troubleshoot circuits, cable pairs, customer equipment, and central office equipment.
9. Assist technicians in fault location and service restoration activities.
10. Maintain accurate service orders, work orders, inventory logs, and time records.
11. Assist with updating central office records related to outside plant, switching, directory numbers, and cross-connects.
12. Follow established safety procedures, RUS specifications, and company guidelines.
13. Maintain clean, organized work areas, including vehicles and trailers, as well as practice proper tool and equipment care.
14. Perform basic maintenance and safety checks on company vehicles and equipment.

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.

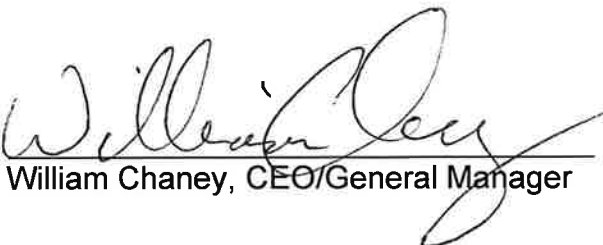
WORKING CONDITIONS:

Work will be performed in environmentally controlled offices and remote locations, and in the field in potentially inclement weather. Work may include climbing ladders. Work can be around electrical lines and conductors of varying voltage. Must be willing to travel within our rural service area. Modes of travel may include small planes, ATVs, boats, helicopters, and snowmobiles.

MINIMUM QUALIFICATIONS:

1. Ability to run Microsoft Office programs.
2. Ability to pay close attention to detail.
3. The ability to work independently after direction and training.
4. The ability to effectively function as a team Player.

Approved by


William Chaney, CEO/General Manager

Date:

2-20-26