

North Dakota Telephone Company  
**Temporary Cable Locator**

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

**POSITION SUMMARY**

Cable locator will perform required work in connection with locating fiber optic cable. Reporting location, assigned department and supervisor are subject to company needs determined by management.

**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**

- Provides exceptional customer service to all customers, external and internal.
- Reads and interpret maps, staking sheets, cut sheets.
- Responsible for locating of existing facilities.
- Informs dispatcher of completed service order so records are updated.
- Maintains strict confidentiality in all areas of company business in accordance with company guidelines and policies.
- Responsible for maintaining vehicle records and timely submitting monthly mileage, vehicle condition and daily inspection reports.
- Ensures truck, tools, and working equipment assigned are properly used, kept clean and in good working order and any required repairs are promptly reported to appropriate personnel.
- Ensures assigned vehicle is stocked with appropriate equipment/materials to provide timely service to the customer.
- Complies with all traffic laws, safety rules, regulations and safe practices while operating the vehicle assigned.
- Participates in company and industry training to maintain up-to-date knowledge of current technologies.
- Proficient knowledge of Company products/services, policies and procedures.
- Performs other miscellaneous 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.

**SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

**EDUCATION/EXPERIENCE**

Experience and knowledge in residential networks and entertainment technologies are desired.

**POSITION QUALIFICATIONS**

- Competent knowledge in software applications pertaining to position (MS Excel/Word, Auto Desk Design Review, Norstar Mgr., etc.)
- Communicates effectively, clearly, and concisely both verbally and in written form.
- Communicates with customers, co-workers and various business contacts in a professional and courteous manner.
- Possesses excellent customer service skills in order to maintain good customer relations.
- Works at a sustained pace and produces quality work which is accurate and thorough.
- Applies common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Reads and interprets documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Comprehends technical topics and specialized information pertaining to job duties.
- Possesses strong analytical and problem solving skills.
- Functions as a team player and projects a positive attitude.
- Demonstrates dependability through good attendance and adherence to schedules/policies.
- Accepts responsibility for conduct/actions.
- Can speak effectively before groups of customers or employees of organization.
- Possesses the ability to complete assigned tasks under stressful situations.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Valid Driver's 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 stand; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee frequently is required to walk 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 drive a stick shift van-type vehicle. 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.