

# **Frankfort Plant Board**

## **Apprentice Installer**

### **Job Description**

**Exempt:** No  
**Department:** Cable / Telecommunications  
**Reports To:** Installer Supervisor  
**Location:** In the Field  
**Grade:** 102  
**Date Prepared:** October 03, 2013  
**Date Revised:** March 3, 2017, November 21, 2013

#### **GENERAL DESCRIPTION OF POSITION**

Under direct supervision, performs unskilled labor and assists in the installation, removal, and maintenance of wiring and equipment for the delivery of cable/telecommunications services. Performs related work as required.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Performs installation of cables and equipment for the delivery of cable/telecommunications services in homes and businesses, including wiring homes/buildings and/or connecting homes/businesses to the system.
2. Assists in detecting malfunctions in equipment and makes minor repairs.
3. Assists in performing troubleshooting duties; corrects routine problems by repairing and/or replacing damaged equipment and/or cable.
4. Assists in preparing daily time sheets with description of completed work.
5. Assists in disconnecting service for non-payment; retrieves equipment upon request; reconnects as requested following payment.
6. Assists in locating and/or repairing signal leakage in service.
7. Assists in pre-wiring/post-wiring new homes/businesses for network during and/or after construction stage; rewires existing structures as needed.
8. Perform any other related duties as required or assigned.

#### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

#### **EDUCATION AND EXPERIENCE**

Mental alertness and adaptability to office and field area work routines. High school or GED, with particular emphasis during high school in office skills, shop skills, or others, 12 to 18 months related experience in customer service, consumer electronics, electrical or computer experience preferred or equivalent combination of education and work experience.

### **COMMUNICATION SKILLS**

Ability to read and understand documents such as policy manuals, safety rules, operating and maintenance instructions, and procedure manuals; Ability to write routine reports and correspondence. Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization.

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to prepare and interpret bar graphs.

### **CRITICAL THINKING SKILLS**

Ability to use common sense understanding in order to carry out detailed written or oral instructions. Ability to deal with problems involving a few known variables in situations of a routine nature.

### **REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS**

Must complete NCTI Digital Installer certification and Computers and Broadband Modems or equivalent during first year of employment in the class; must complete First-Aid Responder (CPR) Certification during first year of employment in the class.

Must possess and maintain a valid Kentucky driver's license and must maintain insurability under the FPB liability insurance coverage.

### **PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS**

Electronics training or experience.

### **SOFTWARE SKILLS REQUIRED**

Not indicated.

### **INITIATIVE AND INGENUITY**

#### **SUPERVISION RECEIVED**

Under immediate supervision, performs general assignments of work, with periodic check of performance by supervisor.

#### **PLANNING**

Limited responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work operations.

#### **DECISION MAKING**

Performs work operations which permit frequent opportunity for decision-making of minor importance and which would not only affect the operating efficiency of the individual involved, but would also affect the work operations of other employees and/or clientele to a slight degree.

**MENTAL DEMAND**

Moderate mental demand. Operations requiring almost continuous attention, but work is sufficiently repetitive that a habit cycle is formed; operations requiring intermittent directed thinking to determine or select materials, equipment or operations where variable sequences may be selected by the employee.

**ANALYTICAL ABILITY / PROBLEM SOLVING**

Moderately repetitive. Activities with slight variation using a definite set of processes or directions with some degree of supervision. Choice of learned things in situations which conform to clearly established patterns and modes.

**RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT**

Occasionally responsible for organization's property where carelessness, error, or misappropriation would result in moderate damage or moderate monetary loss to the organization. The total value for the above would range from \$5,000 to \$150,000.

**ACCURACY**

Probable errors of internal and external scope would have a moderate effect on the operational efficiency of the organizational component concerned. Errors might possibly go undetected for a considerable period of time, thereby creating an inaccurate picture of an existing situation. Could cause further errors, losses, or embarrassment to the organization. The possibility for error is always present due to requirements of the job.

**ACCOUNTABILITY****FREEDOM TO ACT**

Standardized. Accepted processes covered by well-defined standardized policies and procedures with supervisory review.

**ANNUAL MONETARY IMPACT**

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

None. Job does not create any dollar monetary impact for the organization.

**IMPACT ON END RESULTS**

Modest impact. Job has some impact on the organizations end results, but still from an indirect level. Provides assistance and support services that facilitates decision making by others.

**PUBLIC CONTACT**

Frequent contacts with general public, patrons, or other outside representatives, wherein the manner of handling these contacts has a bearing on the organization's position and operation.

**EMPLOYEE CONTACT**

Contacts occasionally with others beyond immediate associates, but generally of a routine nature. May obtain, present or discuss data, but only as pertains to an immediate and specific

assignment. No responsibility for obtaining cooperation or approval of action or decision.

### **USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS**

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, driver's license/cdl, etc.)

### **WORKING CONDITIONS**

Outside working environment, wherein there are disagreeable working conditions part of the time.

### **ENVIRONMENTAL CONDITIONS**

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

While performing the functions of this job, the employee is frequently exposed to work near moving mechanical parts, work in high, precarious places, outdoor weather conditions; and occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock. The noise level in the work environment is usually moderate.

### **PHYSICAL ACTIVITIES**

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Moderate diversity, moderately physical. Work activities which allow for a moderate amount of diversity in the performance of tasks which requires somewhat diversified physical demands of the employee.

While performing the functions of this job, the employee is regularly required to use hands to finger, handle, or feel, reach with hands and arms; frequently required to stand, walk, sit, climb or balance, stoop, kneel, crouch, or crawl; required to be in high places (pole climbing equipment and bucket trucks), work in close proximity to high voltage, confined spaces, and using stairs and ladders in order to complete work assignments and occasionally required to talk or hear. The employee must occasionally lift and/or move up to 100 pounds; frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.

### **ADDITIONAL INFORMATION**

Must be able to respond to calls in emergency situations at all hours. Must successfully complete pole-climbing training during first 6 months of employment.

Subject to Random Drug and Alcohol Testing: Yes