



Position Title: Communication Specialist Internship

FLSA: Non-Exempt

Reports to: Outside Plant Supervisor

Direct Reports: No

General Summary:

The Communications Specialist performs required work for a wide range of exchange operations. Install, maintain, and operate all types of network communications equipment which includes routers, Ethernet switches, wireless access points, IP Phones, ONTs and other equipment related to broadband, data, security and voice services. The intern will shadow, observe, assist and learn about these responsibilities offering an overall understanding of how the department operates and expose candidates to the daily implementation of all aspects of the NCC product suite.

Essential Job Functions:

- Responds to service orders for installing, upgrading, changing or removing customer's service and/or equipment.
- Installs, removes, makes changes and provides maintenance for residential and business service.
- Installs and maintains customer premise wiring and equipment.
- Aptitude to research and keep abreast of new products and services in the security and alarm industry.
- Splices copper and fiber cables. Performs tests on cables and documents information required for the system records as directed by the supervisor.
- Installs and maintains distribution plant for Telephone and Internet systems.
- Performs installation and maintenance of Central Office and Head End equipment when assigned.
- Coordinates with plant and commercial staff to update records upon job completion.
- Performs jobs such as ladder climbing, digging, trenching, and other related jobs safely. Will ensure that the proper safety equipment is used at all times and that safety of all workers and the public are of utmost importance.
- Completes trouble tickets, service orders, time sheets and other necessary forms as required.
- Performs preventive maintenance on NCC's facilities and reports any unsatisfactory conditions to his/her supervisor. Conducts minor central office repairs. Installs, tests and maintains special circuits as required.
- Maintains a ND Class D driver's license.
- Ensures that all vehicles and building sites are maintained properly.
- Performs all other related duties as assigned by management.

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 so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.