

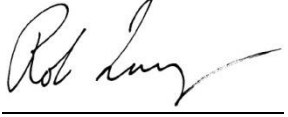


Cable Installer I Role Summary

FLSA Status: Non-Exempt

Origination Date: 05/07/2018

Reviewed/Revised: _____

Approved by: 

MISSION AND PHILOSOPHY

Wind Circle Network, Inc. is an information technology company offering a broad range of products and services. Our highly trained team can provide a communications solution to fit any size project.

With a strong track record as a government contractor, Wind Circle Network continues the tradition of completing projects on time and under budget. We boast a very diverse customer base including, but not limited to: individuals, cities, counties, schools, hospitals, tribal governments and many branches of the federal government. Customers will experience our commitment to combining service excellence, convenience and individual attention with the right technology for themselves and/or their organization.

Wind Circle Network needs people who value teamwork, standards of excellence, and the desire to provide outstanding customer service to *everyone every day*. We are looking for people to actively contribute to our goal of becoming a local, national, and international leader of information technology.

ROLE OVERVIEW

This entry level position applies basic knowledge and develops advanced skills in procedures, techniques, tools, materials, and/or equipment. Works under direct supervision to perform cable installation duties, such as cable pull, termination of data and voice copper, copper testing, rack installation, and light construction such as wall penetrations. May identify and resolve routine issues, referring the more complex to the next level. Expect out of town travel to different job sites; overnight stays may be necessary to complete projects as scheduled.

MINIMUM QUALIFICATIONS

- Education/Experience: Typically requires high school diploma or equivalent. Enrollment and/or completion of secondary education for telecommunications, information technology, or cabling is desired.
- Physical: Be able to lift heavy objects 50 lbs. (cables, racks, communication equipment). Require stooping, bending, and crawling in confined areas and climbing ladders and stairs.
- Technical Skills: Prior related experience desired, but not required. BICSI certification preferred, but not required.
- Other qualifications/certificate/license: Must possess a valid driver's license. Must be able to pass background check to gain security clearance for certain jobsite locations as necessary.

- Behavioral Competencies:
 - Support Wind Circle Network mission and philosophy
 - Maintain confidentiality of all work information.
 - Demonstrate an ability to function successfully in a team environment.
 - Exhibit professional, courteous, and respectful treatment of internal and external customers.
 - Displays a positive attitude and flexibility in changing situations.
 - Participates in identifying problems and suggesting solutions.

ESSENTIAL FUNCTIONS:

1. Works under direct supervision to perform cable installation duties, such as cable pull, termination of both data and voice copper, copper testing, rack installation, and light construction such as wall penetrations.
2. Troubleshoots and resolves routine issues that may arise on the job site, referring more complex issues to higher levels.
3. Logs all installation work, repairs, maintenance performed. Prepares forms, service sheets, billing information accurately as needed. Prepares documentation and progress reports as needed.
4. Functions as a dependable member of the team, interpreting and following policies and procedures, and demonstrating positive interpersonal relationship skills to promote a harmonious working environment and outstanding customer service.
5. Applies basic knowledge and develops advanced skills in procedures, techniques, tools, materials, and/or equipment, as appropriate.
6. Performs other duties as assigned.

I have read the role summary and understand the responsibilities.

Employee Signature

Date

Supervisor Signature

Date