



Gila River Telecommunications, Inc.

JOB TITLE: Associate Central Office Technician

DATE: 1/20/2022

REPORTS TO: Network Services Manager

DEPARTMENT: Network Services

JOB SUMMARY:

The Associate Central Office Technician is an entry level position that works closely with Inside and Outside plant technicians to assist with installing, provisioning, configuring, diagnosing, and troubleshooting telecommunications infrastructure at various GRTI locations including Central Offices, datacenters, remote sites, and commercial customer locations to ensure high availability, scalability, and optimal performance.

This team member responds to alarms and isolates faults in addition to performing site inspections in accordance with preventative maintenance schedules while providing professional, courteous, and timely resolution to work orders. Exhibits pride in workmanship with attention to detail.

JOB DUTIES:

- Monitor, and troubleshoot access/transport equipment and/or other softswitch and related voice/data equipment and escalate as needed.
- With proper training, the ability to use test and troubleshooting equipment including OTDR's, Light Meters, TBERD, Ethernet Test Sets, Toners, Volt Meters, etc.
- Perform moves/adds/changes of equipment and cabling as needed.
- Work as part of a team to solve issues related to telecommunications infrastructure.
- Responsible for accurate time and materials usage reporting, reporting plant information/condition, and submission of other clerical forms and documentation as required.
- Test and maintain power plant and all standby equipment. (Batteries, Inverters, Rectifiers, Generators, etc.)
- Ensure GRTI Employee Handbook is understood and followed in a consistent and respectful manner.

Note: This job description in no way implies that these are the only duties to be performed by this employee. She/he will be required to follow any other instructions to perform any other duties as requested by her/his supervisor.

SKILLS AND COMPETENCIES:

- Possess good judgement to interpret system requirements for external facilities and circuits.

- Effectively communicate with co-workers and various internal and external business contacts in a professional and courteous manner.
- Ability to read simple mechanical, electrical, and other instructional documentation.
- Ability to research issues and escalate to appropriate team members for resolution.
- Highly organized with special attention to details and deadlines; ability to work with frequent interruptions.
- Good basic math, listening, verbal, and written communication skills.
- Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- Exercise good judgement and decision making; considers the relative costs and benefits of potential actions to choose the most appropriate course of action.
- Properly run, dress, form, and secure all cabling while maintaining good housekeeping practices.
- Basic knowledge of AC/DC power systems.
- Maintain strict confidentiality guidelines in accordance with company policy.
- Adhere to internal corporate policies and procedures.
- Work and contribute successfully to a culturally diverse work environment.
- Consistently demonstrate a high degree of integrity, honesty and accuracy while exhibiting pride in workmanship.
- Knowledge of, or ability to learn, applicable Federal, Tribal and State laws and codes, and industry practices, relative to the safe operation of all activities involved in network operations.

EDUCATION AND CERTIFICATION:

- High School Diploma (GED or High School Equivalence Certificate) is required.
- Previous experience in the telecommunications industry is preferred, but not required.

Note: Any equivalent combination of education, training and experience that would enable the applicant to satisfactorily perform and meet the duties required of the position may be considered in meeting the stated minimum requirements.

ESSENTIAL JOB FUNCTIONS:

The physical demands 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.

- Must be able to use hands, to sit, lift up to 50 lbs., stoop, bend, reach with hands/arms.
- Must be able to sit and stand for extended periods of time.
- Requires the ability to speak, read, write, see, and hear to perform essential duties of the job. Must communicate clearly in English.
- Must be able to perform and complete multiple tasks.
- Must be able to competently use basic hand tools as well as electric power tools.
- Must be able to ascend and descend ladders, crouch, kneel, and reach overhead.

EQUIPMENT USED:

Tools and equipment used in the telecommunications industry, OTDR, Light Meters, TBERD, Ethernet Test Sets, Toners, Volt Meters, Telephone; FAX, calculator, computer, monitor, printer, hardware and software packages, computer peripheral equipment i.e. mouse and keyboard; Microsoft Suite, Tablets, Wireless devices.

ADDITIONAL REQUIREMENTS:

- Will be asked to provide 39 months driving record. Position requires insurability under GRTI insurer requirements.
- Will be required to pass a pre-employment drug test and background check.

As a matter of Company policy, all employment is on an at-will basis, meaning that employment shall last for so long as mutually agreeable. Either the employee or the Company may terminate the employment at any time with or without cause.

Preference in filling vacancies is given to qualified enrolled Gila River Community Members, other Indians, and non-Indian spouses of officially enrolled Community members in accordance with Tribal Employment Rights Office (T.E.R.O.) Ordinance (No. GR-02-09, Gila River Indian Community).

Gila River Telecommunications, Inc. is an Equal Opportunity/Affirmative Action Employer, subject to Indian Hiring Preference.

Interested applicants should email humanresources@gilarivertel.com to apply