

# Cable Splicer

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## Summary

### Job Title

Cable Splicer

### Department

Outside Plant

### Description

The **Cable Splicer** performs required work related to splicing, terminating, and maintaining all cable. Perform all construction while plowing fiber which includes but is not limited to utilizing heavy construction equipment to plow and backfill trenches used for fiber.

The employee performing in the position will be directly responsible to the Field Operations Supervisor. In his/her absence the employee shall be responsible to the Chief Operations Officer. The employee shall cooperate and work with all other departments for the maximum benefit of the company or as directed by the Field Operations Supervisor.

The employee shall work a regular 40-hour week as scheduled by the Field Operations Supervisor. This position does qualify for overtime. The compensation is to be determined within the confines of the wage scale established in the prevailing labor contract. Employee must live within 60 miles of the reporting site. The employee may be required to work a Saturday rotation schedule.

The employee shall adhere to approved published company policies and receive all benefits and privileges cited therein.

This employee must possess an exceptional positive attitude and have the ability to work and get along with other employees. As the opportunity arises, be able to meet with and deliver exceptional customer service to Polar's customers.

**Department:** Plant Department  
**Reports To:** Field Operations Supervisor  
**FLSA Status:** Nonexempt  
**Prepared By:** Human Resources  
**Approved By:** Chief Operations Officer  
**Approved Date:** 11/11/2022

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## Requirements

### ESSENTIAL DUTIES & RESPONSIBILITIES

- Maintains cable system by testing to locate trouble, opening cable to repair or replace defective sections using proper splicing techniques in the closing and sealing of cable facilities.

- Performs the splicing and testing of cable plant, both buried and aerial, owned by the company and according to approved procedures and specifications.
- Is responsible for charging in and out of all material which is used in the installation, maintenance, removals and changes which are performed on a daily basis that fall within the parameters of this position.
- Ability to work on and repair state-of-the-art cable and fiber-optic facilities.
- Responsible for controlling and maintaining inventory as needed.
- Ability to set up copper/fiber counts as needed in new and existing cable facilities.
- Prepares of trouble reports, work logs, cutover sheets, and other regulatory forms via software available for this application.
- Needs to stay current on cable technological developments, especially in fiber optics, splicing techniques, and other regulatory and industry standards.
- Is responsible for filling out a daily time sheet.
- Transfers customers' service from one cable and/or terminal to another.
- Performs all duties in a safe manner and uses all personal protective equipment provided.
- Conforms to all safety practices on the job as well as with tools and vehicles and report same to be repaired or replaced.
- \*Completes other duties as assigned by Field Operations Supervisor and Chief Operations Officer.

## **QUALIFICATIONS**

- Knowledge of telecommunications outside plant.
- Knowledge of operating systems.
- Knowledge of network communication theories.
- Advanced knowledge of fiber optic installation, splicing and troubleshooting.
- Knowledge of industry testing equipment.
- Ability to read and interpret documents such as maps, staking sheets and operating maintenance instruction manuals.
- Skill in operating various office equipment such as personal computer, various software programs, general office equipment, and telephone systems.
- Skill in reading and interpreting technical documents and information.

- Considerable knowledge of English, spelling, arithmetic and vocabulary.
- Considerable skill in communicating expectations with requests and projects and follow through to completion.
- Advanced reasoning ability with skill in identifying problems and resolutions.
- Considerable ability to communicate well with a positive and friendly manner, both orally and in writing.
- Considerable ability to maintain efficient workflow.
- Ability to pay close attention to detail and the ability to maintain memory for an attention to details.

**EDUCATION and/or EXPERIENCE**

One year certificate from college or technical school; or three to six months related experience and/or training; or equivalent combination of education and experience.

**CERTIFICATES, LICENSES, REGISTRATIONS**

A valid driver's license, with CDL - Class A designation in good standing, is required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions upon request.

**By signing below I am indicating that I have read the essential requirements and responsibilities for this position.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Key Responsibilities

### Results

*ESSENTIAL DUTIES & RESPONSIBILITIES 50%*

1. Ability to use proper splicing techniques to repair or replace defective sections using proper splicing techniques in the closing and sealing of cable facilities.
2. Ability to work on and repair state-of-the-art cable and fiber-optic facilities.
3. Ability to perform the splicing and testing of cable plant, both buried and aerial.
4. Ability to set up copper/fiber counts as needed in new and existing cable facilities.
5. Ability to transfer customers' service from one cable and/or terminal to another.

## *ORGANIZATIONAL PLANNING & FORECASTING 50%*

1. Administers charging in and out of all material which is used in the installation, maintenance, removals and changes. Records inventory in a timely and accurate manner.
2. Completes daily time sheet in accurate manner.
3. Continues to learn by staying current on cable technological developments and splicing techniques.
4. Prepares trouble reports, work logs, cutover sheets, and other regulatory forms via software in an accurate and timely manner.
5. Maintains a safe working area at all times including while traveling to different locations. Utilizes PPE as needed.

## **Core Values**

### *TECHNOLOGY & INNOVATION 25%*

1. Embraces technology and understands its importance
2. Believes in and promotes innovation.
3. Seeks opportunities for professional and/or personal development.
4. Adapts well to change.

### *PEOPLE DRIVEN 25%*

1. Understands others point of view.
2. Works to build and maintain relationships.
3. Accepts and uses feedback to maintain and improve performance.
4. Respects self and others consistently.

### *TEAMWORK 25%*

1. Takes the initiative to help out without being asked.
2. Shows support for other departments and helps out when needed.
3. Utilizes effective communication skills that includes listening, and communicating in both written and verbal format.
4. Takes responsibility for actions consistently.

*COMMITMENT 25%*

1. Takes pride and ownership in the company.
2. Positively represents the company's image in order to better the community.
3. Continues to create a positive customer experience in a direct or indirect role.