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| Title: | Apprentice | FLSA: | Non-Exempt |
| Department: | Field | Revised Date: | 6/28/23 |
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**JOB PURPOSE**

This is an entry – level position. The primary responsibilities of the Apprentice are safely and efficiently working at heights of 6-300 feet and at ground level to install or maintain telecommunications equipment and facilities. Incumbents of this position will travel to job locations out of the Portland Metropolitan area for up to 90% of the time for their job duties for 40 to 65 hours a week with rare weekend work.

**COMPENSATION**

Wage Range: $20-24.99/ hour. Per Diem $50 / night while working out of town. This position is eligible for up to 80 hours of PTO annually plus National holidays, 401k program with up to 5% contribution matching after 90 days. Eligible employees may also enroll in the company-sponsored health insurance plan, which shares the cost of health, dental, and vision coverage with the employee, plus company paid life and disability insurance.

**PRINCIPAL ACCOUNTABILITIES / ESSENTIAL FUNCTIONS (\*)**

(35%) 1. Clean and organize trucks daily, manage debris on site. Prepare job materials, and tools needed for the day set up on site. Identify all hazards and alert management to maintain a safe work environment. Load and unload vehicles.

(50%) 2. Perform telecommunications installations and maintenance work on elevated structures and compounds. Perform civil work – to include trenching, conduit installation, grounding, and other manual tasks. Rig, hoist, and use hand tools at heights. Take direction and execute tasks with little to no supervision. Check in with Team Lead when task is complete and when questions arise.

(10%) 3. Work safely around heavy machinery and equipment.

(5%) 4. Document work and upload photos using mobile handheld device into Autodesk or Smartsheet.

\*This job description in no way implies that these are the only duties to be performed by the incumbent. At all times, employees will be required to follow any instruction and to perform any other duties within this or a lower job level upon the request of their supervisor. At times employees may also be required to perform higher level duties.

**ESSENTIAL FUNCTION REQUIREMENTS**

Demonstrated skills: Follow step by step instructions verbal and written (English). Assemble materials by interpreting a diagram. Communicate professionally.

Ability to**: Be actively moving throughout 8-10 hour work day**. Be in difficult situations and work through problems; be mentally flexible and work effectively in a small team. Lift 100 pounds. Climb 200 ft two times a day (400 feet up, 400ft down) with your body weight plus 50# of gear. Work safely in inclement weather conditions. Assemble materials by interpreting a diagram. Read and use measuring devices. Ask questions when the next step is unclear. Use a cell phone and computer. Drive utility truck and tow trailers.

Working knowledge of: Proper use of hand tools and power tools (drill, impact, Sawzall, band saw, grinder) and Basic math: addition, subtraction, division, multiplication of whole numbers and fractions (Required). Heavy Towing and Material Handling and Microsoft Office Suite (Preferred).

# QUALIFICATIONS

Education: High School Graduate or Equivalent Required.

Experience: 6+ months experience in physically demanding job position in agriculture, construction, auto repair. Proficiency with hand and power tools required. Previous elevated work, equipment operation, experience operating power tools heavy towing and material handling experience preferred.

Professional Certifications Preferred but not Required: First Aid / CPR AED, OSHA10, Manlift, Blood Borne Pathogens Awareness, Hazard Communication, Radio Frequency Awareness.

**WAGE INCREASE AND REVIEW PROCESS**

Employees are eligible for wage increases which are dependent on performance. They will undergo, at a minimum, annual reviews and at a maximum bi-annual reviews in which their team members and ownership. They will also complete a self-assessment. These surveys will rate them on their core values and technical skills.

Wage increases will be determined using the metrics below:

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| Assessment Score | Bi – Annual Percentage Increase | Total Annual Increase |
| 2.1 | 0.25% | 0.50% |
| 2.2 | 1% | 1% |
| 2.3 | .75% | 1.50% |
| 2.4 | 1% | 2% |
| 2.5 | 1.25% | 2.50% |
| 2.6 | 1.5% | 3% |
| 2.7 | 1.75% | 3.50% |
| 2.8 | 2% | 4% |
| 2.9 | 2.25% | 4.50% |
| 3 | 2.5% | 5% |