



AP&T is hiring a full-time **Facilities Records Technician** at our **Juneau or Wasilla** locations. We are looking for a dependable, self-starting person(s) with a positive attitude.

This position will be responsible for the integrity of communications network facility records and assist with mapping records changes. This position will support sales, engineering and operations by maintaining and documenting accurate records of all Telecom and Broadband networks.

**Job Duties and Responsibilities:**

- Routine maintenance of all network facility records to include customer location, central office equipment port information, PON splitter port, MDF copper pair, field copper pair and fiber patch panel / field fiber assignments.
- Assign network facilities information to engineering and technicians for new services
- Provide network facilities information to engineering and technicians for support of network facilities installation, troubleshooting, migrations, and maintenance
- Work in Mapwise and facilities to verify copper and fiber cable counts throughout our network
- Facilitate and coordinate cut sheets and cutover records for POTS, broadband service and circuits
- Other duties as assigned

**Qualifications:**

- High School Diploma or GED
- 5+ years working with Microsoft Excel and Word programs
- Experience working with third-party industry specific programs
- Knowledge of Telecom outside plant and central office networks
- Knowledge of power networks
- Experience working with NISC Facilities Management and Mapwise
- Knowledge related to Telecom copper and splicing procedures
- Outside plant copper and fiber splicing experience
- Must have the ability to work in a team environment and interface with other departments in a positive / productive manner
- Must have the ability to manage multiple projects at one time - prioritize and organize effectively with limited supervision

Interested? Apply online at:

<https://aptalaska.workbrightats.com/jobs/564733-176045.html>

*EEO Employer/Vets/Disabled ~ AP&T is a Drug and Alcohol-free workplace*