

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

06/15	NETWORK INFRASTRUCTURE SUPPORT TECHNICIAN	XXX
Effective Date	Job Title	Index

PURPOSE

To coordinate the wiring of highly complex network and telecommunications systems and perform a variety of wiring duties related to the operation of District Network and Telecommunications Systems, including technical design, analysis of malfunctions and planning of corrective action and technical evaluation of operational requirements.

SUPERVISION RECEIVED AND EXERCISED

Receives occasional direction from an assigned administrator. Methods of performing tasks are usually left to the judgment of the employee with a supervisor giving occasional instructions, advice and decisions. May coordinate the work of other classifications as assigned by supervisor.

May exercise functional and technical supervision over assigned personnel.

ESSENTIAL FUNCTIONS OF THE JOB May include, but are not limited to, the following:

Designs, plans, coordinates and implements the wiring of District's network telecommunication projects, and other projects as needed.

Provides technical expertise for design, installation, repair, maintenance and movement of network and telecom wiring and equipment.

Analyzes and designs new and/or upgraded network and telecommunications wiring and equipment.

Participates in problem solving analysis and recommends best practice solutions.

Operates tools, equipment and machinery used in wiring trade area.

Orders required materials; maintains detailed records as necessary following District purchasing rules.

Acts as a liaison with network and telecommunication wiring vendors, service organizations and outside agencies; coordinates activities and schedules as necessary.

May coordinate and schedule the work of outside network and telecom contractors. Supervises vendor performance of all installations, moves and changes of District wiring.

Prepares correspondence and reports related to the area of assignment.

Prepares sketches and reads blue prints for network and telecom wiring tasks.

Updates and maintains records of wiring locations for both telephone and network systems.

Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Various voice telecommunication systems including:

POTS, Cat4, 5e, and 6 wiring standards

Installation, repair and maintenance of telecommunications cabling

PBX, single switch and Centronic Services

Wiring interfaces between telephone and intercom systems

Wiring Norstar Systems AT&T Principles and practices of problem solving

Principles and practices of computer software including knowledge of Word, Excel, and Outlook.

Statistical and analytical methods and techniques.

New and emerging technologies and their relation to current installations.

Ability to:

Handle complex work in pressure situations

Research, design, plan and implement telecommunication systems.

Analyze problems, develop and implement solutions.

Prepare reports, technical documentation and training materials.

Communicate effectively the policies and procedures of assigned areas.

Supervise the activities of vendor engineers on the implementation of wiring of complex network and voice communication solutions.

Maintain current knowledge of industry trends and new voice communications technical solutions.

Manage multiple priorities and deadlines, and work effectively with minimum supervision.

Communicate effectively both orally and in writing.

Establish and maintain effective working relationships with others.

Perform advanced journey level skilled trades work.

Perform heavy manual labor.

EXPERIENCE AND TRAINING:

Any combination of experience and training that would likely provide the required knowledge and abilities is appropriate. A representative way to obtain the knowledge and abilities would be:

Experience:

Four years of responsible skilled trades experience, with focus in telecommunications wiring.

Training:

Completion of approved state licensing/apprenticeship program.

Special requirements:

Possession of, or ability to obtain, a valid Oregon driver's license.

Possession of electrical limited energy a or b, journeyman electrical license.

WORK ENVIRONMENT:

Work in buildings is often dusty with exposure to chemicals, dirt, dust other unpleasant or dangerous materials. May be required to work various shifts in order to avoid disruption of school or work.

PHYSICAL REQUIREMENTS:

Frequent twisting, bending stooping lifting all types of weight occasionally up to 80 pounds. On feet all day or on back making repairs or performing maintenance on District properties and systems. Must be able to work in attics or crawlspaces, roofs, tunnels and climb ladders as needed.

Salem-Keizer School District is an equal opportunity employer.

Position: Network Infrastructure Support Technician

I am willing and able to perform the duties of this job:

Signature: _____ Date: _____

Print Name: _____