

NETWORK TECHNICIAN (TELECOMMUNICATIONS)

Purpose Statement

The job of Network Technician (Telecommunications) was established for the purpose/s of providing telecommunication services and repairing electronic systems; providing information on the proper operation of systems and services; ensuring the completion of projects in a timely manner.

This job reports to Technical Support Supervisor

Essential Functions

- Confers with District personnel for the purpose of determining equipment needs and resolving problems.
- Coordinates installation and repair of electronic equipment (e.g. telecommunications equipment, public address systems, television distribution systems, alarms, etc.) for the purpose of ensuring the completion of projects in a timely manner and according to specifications.
- Informs personnel regarding procedures and/or status of work orders for the purpose of providing information for making decisions, taking appropriate action and/or complying with health and safety regulations.
- Inspects facilities and equipment for the purpose of identifying District needs and ensuring equipment and systems are in proper working order.
- Installs telecommunication equipment and systems for the purpose of providing enhanced and/or upgraded capabilities.
- Installs telecommunications equipment and electronic systems (e.g. cabling, public address, systems, television distribution systems, intrusion alarm systems, etc.) for the purpose of ensuring the availability and proper operations of services and systems.
- Instructs District personnel on the available services and systems' operation for the purpose of ensuring proper and efficient system usage and reducing service calls.
- Maintains District vehicle (e.g. checking fluid levels, tire pressure, etc.) for the purpose of ensuring availability of vehicle in proper working condition.
- Maintains manual and electronic documents, files and records (e.g. preventive maintenance, purchases, inspections, etc.) for the purpose of providing an up-to-date reference and audit trail for compliance.
- Maintains tools and/or equipment for the purpose of ensuring the availability of equipment in safe operating condition.
- Orders materials and services for the purpose of supporting district changes/expansion and/or ensuring that supplies are available as required.
- Participates in meetings, workshops, trainings, and seminars for the purpose of conveying and/or gathering information required to perform job functions.
- Repairs telecommunication systems and equipment, and a variety of other electronic equipment and systems (e.g. telecommunications systems, television distribution systems, intrusion alarm systems, two-way radios, public address systems, etc.) for the purpose of ensuring the availability and proper operation of services and systems.
- Requests equipment and supplies for the purpose of maintaining inventory and ensuring availability of required items.

- Researches telecommunication systems and electronic equipment for the purpose of providing information for recommendations and decision making.
- Transports a variety of tools, equipment and supplies for the purpose of ensuring the availability of materials required at job site.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; operating equipment used in the maintenance and repair of telecommunications and electronics equipment; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: telephony; basic electronics; operation, care, maintenance, diagnosis and repair of telecommunication, electronic and audio visual equipment; and safety practices and procedures.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and utilize equipment under a variety of conditions for multiple purposes. Ability is also required to work with a wide diversity of individuals; work with data of varied types and/or purposes; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; adapting to changing work priorities; meeting deadlines and schedules; setting priorities; working with detailed information/data; and working with frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 5% sitting, 50% walking, and 45% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

Experience Job related experience within specialized field is required.

Education Targeted job related education that meets organization's prerequisite requirements.

Equivalency None Specified

Required Testing

None Specified

Certificates & Licenses

Valid Driver's License & Evidence of Insurability

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

Classified 21