

CLOVIS UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

Position:	Network Technician	FLSA:	Non-Exempt
Department/Site:	Information Technology Services	Salary Grade:	29
Reports to/Evaluated by:	Manager, Network Services	Salary Schedule:	Classified

SUMMARY

Performs a variety of skilled and technical duties relating to the installation, maintenance and repair of a variety of computer, voice and communication, network infrastructure, signal systems and other electronic equipment and systems.

DISTINGUISHING CHARACTERISTICS

This is a technical position requiring knowledge of electronics that govern data and telecommunications, computer circuitry, and data and image transmission. Requires the demonstrated ability to independently perform work in the installation, diagnosis, and repair of network, data and image transmission, and related systems.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Installs, services, troubleshoots, and repairs a variety of sophisticated equipment, which is connected to the District network.
- Tests, troubleshoots, repairs, and performs preventive maintenance upon a variety of computer and associated networking systems, electronic and/or audio-visual equipment. Performs preventive maintenance on electronic equipment.
- Installs servers, routers, switches, cabling and related data communications equipment. Ensures network standards are established, documented, and followed.
- Installs, services, and repairs equipment such as computers, peripherals, office machines, audio-visual media, and other electronic equipment.
- Services network and other electronic equipment by checking, testing, and replacing faulty components, boards, and similar devices. Diagnoses equipment malfunctions by localizing and isolating problems, determining appropriate repair procedures, and replacing defective parts, restoring to proper operation.
- Prepares specifications for network cabling by researching industry standards and understanding the District's needs. Reviews District blueprints for expansion and modifications. Coordinates horizontal cabling with vendors.
- Observes and complies with federal, state and local codes; maintains a variety of logs and records; prepares reports.

- Participates with the network administrator to design and recommend system improvements to modify existing equipment for increased performance and/or reliability.
- Plans, installs, and configures network equipment in wiring closets. Determines space, power, cooling, and other requirements, and coordinates with other departments as necessary.
- Installs, tests, and maintains both networked and stand-alone personal computer systems. Reconfigures and relocates computer equipment as needed. Understands and uses diagnostic tools and software for personal computer problem determination.
- Coordinates with vendors regarding the bidding, installation, and maintenance of network cabling.
- Evaluates cost of repair versus replacement of equipment.
- Provides assistance, information and technical expertise to faculty, administrators, and staff regarding the safe and proper operation and maintenance of assigned equipment.
- Maintains up-to-date knowledge of technological advancements and developments in the field of network and related electronics. Proposes new equipment and electronic systems purchases to replace damaged, obsolete or discontinued items. Contacts vendors and manufacturers for specifications, pricing, and purchase.
- Establishes and maintains spare parts inventory to facilitate repairs to computer and network equipment on a timely basis. Coordinates with vendors and schedules warranty repairs of equipment. Communicates with vendors and suppliers regarding price, availability, and ordering of parts and materials.
- Plans, guides, and coordinates with other departments the inventory records for equipment location, condition, history, repair requests, and maintenance schedules.
- Schedules and performs preventive maintenance on various electronic systems and equipment.
- Develops and maintains up-to-date documentation supporting assigned and related areas of responsibility. Establishes and maintains a detailed procedure manual for areas of responsibility.
- Performs other duties as assigned that support the overall objective of the district.

QUALIFICATIONS

Knowledge and Skills: The position requires in-depth technical knowledge of electronic and electrical principles and practices, including the terminology, diagnostic tools, practices, and procedures used in the diagnostics and repair of computers, network servers, infrastructures, and related electronic equipment. Requires a working knowledge of network protocols, cabling design, topologies, and installation techniques. Requires knowledge of safety practices and precautions used in working with electrical/electronic equipment, including electrical codes. Requires skill in the operation of specialized hand and power tools, and testing and measuring instruments. Requires thorough knowledge of wiring diagrams and specifications and properties of various materials used in electronic data transmission. Requires sufficient human relations skills to convey technical concepts to others; writing skills to document work activity, repair instructions, and specifications. Requires a basic understanding of common productivity software used on personal computers. Requires sufficient math skills to compute precise, ratios, percentages, distances, and electronic measurements.

Abilities: Requires the ability to perform all of the relevant duties of the position with only general supervision. Can work effectively in a team environment. Requires the ability to read and interpret electronic

diagrams and blueprints. Requires the ability to analyze and interpret equipment specifications. Requires the ability to read and interpret service manuals for installation and repair. Requires the ability to operate electronic measuring instruments and test equipment as well as a variety of hand and power tools in a safe and correct manner. Requires the ability to use computerized diagnostic tools. Requires the ability to work safely in the presence of high voltage. Requires the ability to organize, sequence, and complete work activities to meet schedules and timelines. Requires the ability to maintain accurate records.

Physical Abilities: Requires sufficient ambulatory ability to lift and carry medium weight materials up to 50 pounds, at waist level for a distance of up to 100 feet. Requires the ability to lift, push, and pull objects of heavy weight (less than 75 lbs.) on an occasional basis. Requires the ability to bend, kneel, stoop, crawl, climb ladders, and perform work in awkward body positions. Requires the ability to work in confined areas with noise variations, dust, and limited ventilation. Requires visual acuity to read small words and numbers; hand-eye coordination to locate, touch, and manipulate small objects. Requires auditory ability to carry on conversations in person and over the phone. Requires the ability to work in a variety of indoor and outdoor settings, including but not limited to classrooms, instructional labs, offices and grounds.

Education and Experience: Requires an Associate's Degree and at least three years of experience with network infrastructure, electronic, electromechanical, and telecommunications systems and equipment installation and repair. Additional experience or special industry training with appropriate certifications may substitute for some formal education.

Licenses and Certificates: Requires a valid driver's license.