

NETWORK TECHNICIAN I

Class Code: 7535

REPORTS TO: District Technology Coordinator

JOB GOAL: To perform a variety of skilled and technical duties related to the installation, repair, alteration and maintenance of microcomputers, computers, printers and other peripheral equipment.

ESSENTIAL JOB FUNCTIONS:

- Perform a variety of skilled and technical duties related to the installation, repair, alteration and maintenance of microcomputers, computers, printers and other peripheral equipment.
- Install computers and related equipment at District sites.
- Operate electronic measuring instruments, testing equipment and tools in a safe and proper manner.
- Read and interpret schematics and blueprints.
- Read, interpret and implement technical service manuals and schematic diagrams to repair assigned computer and peripheral equipment.
- Plan and lay out installation and repair work including estimating labor and material costs.
- Maintain records related to work performed.
- Establish and maintain cooperative and effective working relationships with others.
- Analyze situations accurately and adopt an effective course of action.
- Lift heavy objects.

PERFORMANCE RESPONSIBILITIES:

- Perform a variety of skilled and technical duties related to the installation, repair, alteration and maintenance of microcomputers, computers, printers and other peripheral equipment.
- Maintains voice and data facilities for locations within the District
- Inspect, isolate and diagnose system malfunctions and determine appropriate repair procedures; replace defective parts and restore to proper operation of equipment; analyze and resolve general software malfunctions.
- Develop and maintain cable location diagrams for local area networks, device sharing and computer terminals.
- Install microcomputer hardware systems and software, including upgrades and enhancements.
- Perform preventative maintenance on printers including cleaning, adjusting mechanical parts and checking cables and connectors as necessary.
- Install equipment including terminals, printers, determine appropriate location for installation; install cables and connect devices and test device for proper operation.
- Maintain and repair data terminals and a variety of data communications equipment, including multiplexer equipment, span equipment and interfacing equipment.
- Move equipment to new location as requested; reroute and install communication cables for new location; test system to assure proper operation.
- Perform component level equipment repair; remove defective components and replace and initiate test procedures according to established procedures; locate and requires replacement components.
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**NETWORK TECHNICIAN I
(CONTINUED)**

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- Communicate with a variety of departments regarding the repair and installation of computer equipment; communicate with vendors and manufacturers regarding parts.
- Provide assistance, information and technical expertise to faculty, administrators and students regarding the safe and proper operation, care and maintenance of computerized equipment.
- Maintain records of computer and network repairs, materials used, moving and installation activities and work orders; maintain records of maintenance supplies used; maintain an adequate spare parts inventory.
- Perform related duties as assigned.
- Other duties as may be assigned by supervisor/Superintendent

ADDITIONAL REQUIREMENTS:

- Will be required to complete all required training and attend in-service sessions
- Performs assigned tasks in a timely manner
- Consistently displays self-control with parents, students and school personnel
- Maintains a clean workstation (desk, office, etc.) and does maintenance as needed
- Be clean, neat and appropriately dressed
- Be consistently responsible and display an attitude of honesty and credibility
- Show enthusiasm, interest and concern for the total program and its efficient operation
- Operate equipment in a safe manner at all times
- Demonstrate positive behavior toward the purposes and goals of the Meade County Public Schools
- Maintain regular and punctual attendance.

EDUCATION AND EXPERIENCE: Any combination equivalent to: two years college-level course work in electronics and three years increasingly responsible experience repairing and servicing computer terminals, microcomputers and data communications equipment.

TERMS OF EMPLOYMENT:

- Work year is comprised of the number of days as designated by the current school calendar and board policy.
- Salary commensurate with adopted classified personnel salary schedule.
- Sick leave and personal leave provided as stated in board policy.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Classified Personnel.

My signature below indicates that I have been given a copy of my job description.

Signature

Date