

Texas City Independent School District

P.O. Box 1150 Texas City, Texas 77592

Human Resources

(409) 916-0107

Network Technician

Job Description

Reports to: Chief Technology Officer

Status: Exempt

Term: 226 Days

Primary Purpose: Install, test, and maintain network hardware, personal computers, software, and related equipment. Diagnose and resolve network problems.

Qualifications:

Education/Certification:

Associate degree in computer science or management information systems, or equivalent experience in network installation and repair

Special Knowledge/Skills:

Knowledge of local area networks (LAN), wireless local area networks (WLAN), and wide area networks (WAN) design and installation

Knowledge of network hardware and software applications including network servers, printers, and other equipment

Ability to work with multiple operating systems and network protocols

Ability to analyze and resolve computer network problems

Strong organizational, communication, and interpersonal skills

Experience:

2 years network maintenance experience

Major Responsibilities and Duties:

1. Install and support time clocks and kiosks.
2. Maintain MDF & IDF compliance.
3. Install and maintain network cabling.
4. Compile, maintain, and file reports, records, and other documents required.
5. Act as Campus Technician supporting one campus and auxiliary department network connectivity.
6. Identify and resolve network hardware and software problems.
7. Install and test network hardware, Aruba support ticketing, software, and upgrades.
8. Manage wireless configuration and installation which includes troubleshooting, Warranty, Deployment, and end users experience.
9. Manage and maintain all network printer configurations including networked copiers and MFP
10. Manage Active Directory Printing and other policies as needed.
11. Assist with eRate project implementation.
12. Monitor system utilization; recommend improvements as needed.
13. Assist with installation, configuration, maintenance, and troubleshooting of network infrastructure wiring and cable termination.

Texas City Independent School District
P.O. Box 1150 Texas City, Texas 77592

Human Resources
(409) 916-0107

Network Technician
Job Description

14. Performs other duties as assigned.

Supervisory Responsibilities:

None.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Hand tools and test instruments for electronic repairs and cable installations; standard office equipment including personal computers and peripherals

Posture: Prolonged sitting; regular kneeling/squatting, bending/stooping, pushing/pulling, twisting

Motion: Repetitive hand motion; frequent keyboarding and use of mouse; regular walking, grasping/squeezing, wrist flexion/extension, reaching; may climb ladders

Lifting: Regular moderate lifting and carrying (up to 44 pounds); occasional heavy lifting and carrying (45 pounds and over)

Environment: Occasional prolonged and irregular hours; frequent on-call and after-hours work; occasional systemwide travel; may be required to be on-call 24 hours a day; may be exposed to electrical hazards.

Mental Demands: Work with frequent interruptions; emotional control under stress

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by _____

Date _____

Reviewed by _____

Date _____