



JOB TITLE	DEPARTMENT	REPORTS TO
Network Cabling Specialist	Business Services	Network Manager/Chief Operations Officer

Position No: 77533	Length of Work Year: 12 Months
Salary Schedule: P20	Date Approved: 3/8/94
FSLA: Exempt	Date Revised: 8/26/03

JOB GOAL
To interact with all school sites and district departments to maintain computer equipment in good working order.

MINIMUM QUALIFICATIONS

1. Graduation from a four year accredited college or university with a degree in electrical engineering or related field, or a comparable amount of training from an accredited technical school, service school or manufacturers school.
2. At least one year field experience in installation, maintenance and repair of microcomputers, mini computers, printers, terminals, work processors and their associated communications equipment.
3. Be proficient in the use of test equipment, tools and new technical developments needed to maintain and service all communication and computer related equipment for the District.
4. Working knowledge of Local Area Networks.
5. Working knowledge of wiring the Wide Area and Local Area Networks.
6. Working knowledge of voice/data wiring required to connect entire building into patch panel designs.
7. Ability to perform the functions of the position.

DUTIES AND RESPONSIBILITIES

1. To provide assistance to all school and department personnel in maintaining hardware and resolving equipment problems.
2. To provide assistance to all school and department personnel in proper use and self-maintenance of equipment.
3. To repair microcomputers, computer terminals, and computer peripheral devices.
4. To keep a current inventory of all computers and their use in the district.
5. To process all requests for cabling. This includes requests for additional drops, retrofitting old buildings and new construction.
6. To work with Maintenance Department and vendor to design and install wiring for central panel control of data systems.
7. To coordinate with vendor request for cabling that cannot be completed with SLCSB staff.
8. To attend vendor education classes to remain current on equipment repair and wiring techniques.
9. To perform assigned tasks in a timely and efficient manner.
10. To perform assigned tasks with a high standard of quality.
11. To perform other duties as assigned by supervisor.

PHYSICAL DEMAND CLASS:

Medium (M) - Frequent lifting and carrying of objects weighing 25 pounds or less. Infrequent lifting and carrying of objects weighing 26-50 pounds. Continuous walking and/or standing is required to carry out duties.