**Senior Infrastructure Technician**

**Employee Name (Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Reports To:**  Director of Information Technology **Classification:** Auxiliary

**Dept/Campus:** Information Technology **Paygrade:** IT-3

**Wage/Hr Status:** Nonexempt  **Revised:** March 2011

This job description reflects management’s assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.

**PRIMARY PURPOSE:**

Work closely with the IT Director to plan, execute, and finalize projects according to strict deadlines and within budget. Must participate in the planning, design, and implementation of IT assets, for all new construction projects. This includes acquiring resources and coordinating the efforts of team members inside and outside the IT Department in order to deliver projects according to plan. Install, maintain, and repair the cabling infrastructure of the district’s IT network.

**QUALIFICATIONS:**

**Education/Certification:**

Associate’s Degree in computer related field or comparable experience

Industry standard cabling certifications

**Special Knowledge/Skills:**

Understanding of latest network cabling technologies and developing trends

Understanding of computer network systems

Understanding of project management

Understanding of codes and regulations pertaining to installation of network cabling

Ability to effectively communicate (written and verbal) with employees, colleagues, and end users

Understanding of fiber optic cabling termination procedures and tools

**Experience:**

Five years of work experience installing, maintaining, and repairing computer cabling systems.

**MAJOR RESPONSIBILITIES AND DUTIES:**

1. Effectively communicate project expectations to team members and stakeholders in a timely and clear fashion.
2. Communicate with Maintenance and Construction personnel to ensure project goals and objectives are being accomplished.
3. Communicate with project stakeholders on an ongoing basis.
4. Estimate the resources and participants needed to achieve project goals.
5. Proactively manage changes in project scope, identify potential crises, and devise contingency plans.
6. Develop best practices and tools for project execution and management.
7. Installation, termination, and maintenance of copper wiring systems.
8. Installation, termination, and maintenance of fiber optic cable systems.
9. Assist in the selection and installation of appropriate backup battery systems used in the protection of IT assets.
10. Maintenance of utility maps used to properly identify underground and/or concealed cabling systems.
11. Assist in maintenance of IT inventory system.
12. Accurately document instances of hardware failure, repair, installation, and removal.
13. Conduct research on computer cabling products in support of organizational procurement and development efforts.
14. Evaluate and recommend hardware products for purchase.
15. Assist in developing long-term strategies and capacity planning for meeting future computer cabling needs.

**EQUIPMENT USED:**

Computer, audiovisual equipment, calculator, printer, copier, telephone system, security devices

**WORKING CONDITIONS:**

**The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made if necessary:**

**Mental Demands**

Reading; ability to perform basic arithmetic, ability to communicate effectively (verbal and written), maintain emotional control under stress, manage others in a non-coercive manner, maintain a clear focus on customer service

**Physical Demands/Environmental Factors:**

Constantly moves about district facilities and grounds; typically bends, stoops and crouches on a regular basis; occasionally lifts, carries or otherwise positions/repositions heavy objects, equipment and supplies; ability to position self and perform work in various areas of the facility including elevated surfaces; prolonged use of computer; frequent interruptions.

Inside, outside, hot and cold conditions, also some conditions that may require safety equipment and protection, work around moving objects or vehicles; work on ladders and scaffolding, exposure to dampness and humidity; slippery or uneven surfaces

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

Employee Date

Supervisor Date