

BURBANK UNIFIED SCHOOL DISTRICT

CLASS TITLE: TECHNOLOGY INFRASTRUCTURE TECHNICIAN

REPRESENTATIVE DUTIES:

Under the direction of an assigned supervisor, assist and work independently or with other Modernization Technicians in the installation, modification and repair of Technology Infrastructure and systems

REPRESENTATIVE DUTIES:

Work independently and/or in conjunction with staff and/or vendors to pull, terminate, troubleshoot and test various types of cable for data, telephone, intercom, P.A., CATV and related equipment.

Install, relocate and/or repair networking infrastructure, including but not limited to; conduit and cabletray systems, 66 and 110 punch blocks, patch panels, equipment racks, hubs, routers, switches, peripherals and related equipment.

Maintain and operate a variety of equipment, tools, electronic testing equipment and machines; drills, wrenches, oscilloscopes, voltmeters and signal generators, saws, lifts, trucks and trailers, and other hand and power tools.

Install and/or repair wire molding and raceways for data, telephone and related cabling equipment.

Provide clean installations with proper wire management and installation techniques.

Establish and implement prudent safety policies and procedures; observe safety of others and recommend precautionary action if necessary while repairs are in progress.

Work from sketches, plans, drawings, blueprints and specifications.

Estimate materials and approximate time required for installation, maintenance and repair activities under the direction of the supervisor.

Install & upgrade network hardware and software components as required.

Perform network troubleshooting to isolate and diagnose network problems.

Provide network technical and diagnostic support.

Order and obtain parts and supplies as needed.

Assure compliance with federal, state and local electronic codes and appropriate safety procedures.

Setup of hardware and peripheral components such as monitors, keyboards, printers.

Assist in the replacement of defective or inadequate hardware and software packages.

Enter commands and observe system functions to verify correct system operation.

Load software packages, including but not limited to, operating systems, word processing packages, network management and diagnostic software, into stand-alone computers and individual networked machines.

Assist in the inspection of new and used computer equipment and prepare computers for delivery and installation.

Operate a District vehicle to conduct work.

Prepare and maintain a variety of records, files, reports and lists; such as records of work orders and inventory; maintain confidentiality of information related to students and personnel.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

Knowledge of:

Methods, equipment and materials used in installation of hardware, networks and the peripheral components;

Safety measures and precautions;

Ladder Safety

Health and safety regulations.

Proper methods of storing equipment, materials and supplies;

Basic purchasing procedures, terminology and inventory control and warehousing methods and procedures;

Telephone technique and etiquette;

Oral and written communication skills;

Correct English usage, grammar, spelling, punctuation and vocabulary;

Interpersonal skills using tact, patience and courtesy.

Organizational skills and public relations techniques.

Ability to:

Read, analyze, interpret, apply and explain rules, regulations, policies and procedures related to position.

Gather, assemble, organize and prepare data from various sources.

Communicate effectively both orally and in writing.

Analyze situations accurately and adopt an effective course of action.

Work cooperatively and effectively with others.

Lift objects weighing up to 80 pounds using safe and proper methods and/or equipment.

Move objects weighing over 80 pounds using safe and proper methods and/or equipment.

Read and use mechanical diagrams.

Meet schedules and timelines.

Plan and organize work.

Work confidentially with discretion.

Add, subtract, multiply, divide and perform algebra and geometry calculations quickly and accurately.

Understand and follow oral and written directions.

Complete work with many interruptions.

Maintain records and prepare reports.

Work from blueprints, shop drawings and sketches.

Operate a variety of equipment and machines utilized in the basic trade including testing equipment, drills, saws, various hand and power tools.

Estimate materials and approximate time required for projects.

Work cooperatively and effectively with others.

Work independently with little direction.

Analyze situations accurately and adopt an effective course of action.

Operate a vehicle observing legal and defensive driving practices.

Complete assignments in an efficient and timely manner.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: college-level or certificate level coursework in computer science and at least one year experience required.

WORKING CONDITIONS:

School and office environment; subject to lifting, climbing, noises and exposure to fumes and chemicals; frequent travel throughout the district.