



SAN JOAQUIN COUNTY OFFICE OF EDUCATION

Gaylord A. Nelson Education Center • 2901 Arch-Airport Road
Post Office Box 213030 • Stockton, California 95213-9030
Telephone (209) 468-4800

Job Description

POSITION TITLE: *Assistant Network/Plant Technician* #2135

SALARY PLACEMENT: Classified Salary Schedule

MINIMUM QUALIFICATIONS - EDUCATION AND/OR TRAINING:

Equivalent of the completion of the twelfth grade and a certificate of completion in a computer related technologies. The certificate may be waived for work experience in the area of network cabling. Valid California driver license required.

DESIRABLE QUALIFICATIONS - EDUCATION AND/OR TRAINING:

Associate of Arts Degree in Electronics Engineering or Applied Science and Technology, or computer related technology and knowledge of word processing, spread sheets and databases.

MINIMUM EXPERIENCE:

Over two years of increasingly responsible installing and terminating network cabling system including twisted-pair, coaxial, and fiber optic cables.

DESIRABLE EXPERIENCE:

Three years experience as a network or video specialist at San Joaquin County Office of Education or at least three years experience in a large scale network computing or video production environment.

CREDENTIALS AND/OR SKILLS AND ABILITIES:

Ability to assist with the engineering of raceways/cabling needs for high-speed communications; operate network certification and test equipment; follow manuals and read complicated instructions; understand and carry out oral and written instructions; use appropriate and correct English, spelling, grammar and punctuation; perform arithmetic calculations with speed and accuracy; operate a variety of standard office equipment including personal computers, printers, copiers, etc; work independently; communicate effectively in written and oral form; establish and maintain effective work relationships with those contacted in the performance of required duties; maintain and actively pursue personal knowledge of current industry trends and technological advancements within the computing field. Be flexible and receptive to change.

SUMMARY OF POSITION:

Under administrative direction of the Coordinator of Networking, assist in the performance of a variety of tasks including operating tools and equipment used for installation of high-speed data communications networks; assist with the certification of the physical network utilizing current technology test equipment; network installation scheduling; direct interface to the user community; computer and network management operations and office

operations in the Department of Information Technology; organize and maintain network supplies documentation and computer center related inventories. Does related work as required.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to:

1. Operates and monitors network diagnosis and management hardware, software, and related equipment, including line scanners, line testers, optical scanners, voltmeters, microcomputers, and other network-related services.
2. Monitors and maintains network documentation, network material and supply inventories. Plans, organizes and coordinates daily schedules for all network physical plant installations.
3. Assist in the performance of site network proposal walk through, creates and proofs network plant proposals for participating sites utilizing software that creates graphical representations of communications networks.
4. May coordinate activities and train part-time hours and student personnel.
5. Establishes and maintains accurate data records and filing systems to be used in the production and updating of relevant network records and reports.
6. Assist in the recommendation of improvement of communications networks installation procedures, methods, and controls.
7. Assist in the installation and certification of communications networks constructed with current fiber optic and copper transport technologies.
8. Work various shift schedules to have little or no impact on user site traffic including; weekends, swing shift, and graveyard shift.
9. Assist in the engineering of raceways and termination in compliance with industry standards, for fiber optic and copper transports used in wide and local area communications networks.
10. Perform other related duties as required.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Exert high physical effort
2. Walk and stand for considerable lengths of time
3. Handle moderate to heavy network supplies
4. Occasionally lift up to one hundred pounds

WORK ENVIRONMENT:

Employees in this position will frequently work evenings and weekends to meet network installation deadlines and to provide network service as needed; and come in direct contact with SJCOE staff, district office staff and the public.