



## 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

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**POSITION TITLE:** *Network Technician* # 2260

**SALARY PLACEMENT:** Range V, Classified Salary Schedule

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**MINIMUM QUALIFICATIONS - EDUCATION AND/OR TRAINING:**

Equivalent of the completion of the twelfth grade and an Associate of Arts Degree in a computer related technologies. May be substituted by experience of a closely related nature. Knowledge of high speed networking terminology; proper office methods and practices; technology networking usage and personal computing utilization; modern computer techniques, methodologies, principles and practices. 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 experience as a Network Cabler installing and terminating copper and fiber optic cable.

**DESIRABLE EXPERIENCE:**

Ability to configure and install routers and hubs. Understanding of transport protocols such as TCP/IP, Appletalk, Novell, DecNet, and MS Windows.

**CREDENTIALS AND/OR SKILLS AND ABILITIES:**

Ability to engineer raceways/cabling needs for Wan/Lan high speed communications; operate network certification/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 Director, Information Technologies performs a variety of tasks including operating tools and equipment used in the installation of high speed data communications networks; 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 Technologies; 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 devices.
2. Monitors and maintains network documentation, network material and supply inventories.
3. Plans, organizes and coordinates daily schedules for all network physical plant installations.
4. Performs site network proposal walk throughs, creates and proofs network plant proposals for participating sites utilizing software that creates graphical representations of communications networks.
5. Responsible for the diagnosis, customer engineering or internal staff notification, repair, and management reporting of communications networks problems.
6. May coordinate activities and train part-time hourly and student personnel.
7. Establishes and maintains accurate data records and filing systems to be used in the production and updating of relevant network records and reports.
8. Recommends improvement of communications networks installation procedures, methods and controls.
9. Troubleshoots network physical plant problems and carries them through to complete resolution.
10. Completely install and certify communications networks constructed with current fiber optic and copper transport technologies.
11. Establish effective levels of communication with the user community including; problem resolution, network cabling errors, and scheduling.
12. Work various shift schedules to have little or no impact on user site traffic including; weekends, swing shift, and graveyard shift.
13. Utilizes personal computing hardware and software word-processing, spreadsheet, and database applications to perform basic duties including documentation, reporting, scheduling and user support.
14. Maintains an advanced and current level of technical knowledge and skills involving networking design, architecture, implementation, and troubleshooting used in communications network cabling.
15. Diagnoses, maintains, and repairs micro computers, printers and all other network related hardware.
16. Utilizes software and hardware network management tools for problem isolation and resolution.
17. Install network related hardware and software including network interface cards, hubs, routers, and bridges.
18. Engineer raceways and termination in an unobstructive esthetic manner, for fiber optic and copper transports used in wide and local area communications networks.
19. Performs 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. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Handle moderate to heavy network supplies.
7. 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.