



Policy GFAES: Job Description: Network Technician

Status: DRAFT

Original Adopted Date: 07/15/2024 | **Last Reviewed Date:** 07/15/2024

ESSENTIAL FUNCTIONS:

• **Inventory and Administrative Support**

- Accurately collect, organize, and report inventory information.
- Collaborate with the Networked Systems Manager to complete network infrastructure projects within the deadline.
- Conduct daily check-ins and reporting on in-organization infrastructure.

• **Hardware support**

- Troubleshoot network inconsistencies to determine the source of problems.
- Repair and perform remedial maintenance on network equipment and related infrastructure devices.
- Fabricate cables as needed.
- Install new network infrastructure components.
- Upgrade existing network infrastructure components.
- Cable installation and management in infrastructure areas.

• **Software**

- Assist with some software installation and support as needed.
- Logging tickets by documenting issue sources, troubleshooting steps, and resolution within the Helpdesk software.

• **MISCELLANEOUS:**

- Assist with IT administrative tasks, including filing, data entry, and document management.
- Adhere to organizational policies, procedures, and security standards related to IT operations.
- Perform any other duties as directed or assigned.
- **Punctual and regular attendance is required.**

• **QUALIFICATIONS:**

- Associate degree in Computer Science or Management Information Systems or equivalent training or experience.
- Possess a Network+ certification or other relevant industry standard certification or be able to obtain one within a year of employment.
- Ability to effectively work and communicate with administrators, supervisors, and staff.
- Ability to effectively instruct personnel in the use of technology.
- Ability to accurately assess inventory information for reporting and documentation.
- Experience with installing, diagnosing, and repairing network devices.

- Understanding of safe network use practices.
- Possess a background in networking application software and hardware.
- Possess a strong background in electronics and hardware maintenance.
- Strong work ethic and dedication to assigned tasks.

• **LANGUAGE AND REASONING SKILLS:**

The ability to understand written or oral instructions: read, analyze and interpret complex documents, instruction manuals, policies and procedures is essential.

- Excellent communication skills are required.
- The ability to work effectively and efficiently, under stressful conditions, to ensure deadlines are met, is essential.

• **PHYSICAL DEMANDS:**

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.

- This position requires you to sit and stand for moderate periods of time and the ability to see and hear.
- This position will require you to climb a ladder.
- Must be able to work on materials above your head
- Must be able to decipher colors for network cabling
- Must be able to lift, push, pull or carry up to fifty (50) pounds. lb.

• **WORKING ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- This position typically works in a well-lit, climate-controlled, and adequately ventilated office environment and requires observance of safe work practices, fire regulations, and avoidance of falls, trips and similar office work hazards.
- The stress level for this position is moderate and the noise level for this position is low to moderate normally.

TERMS OF EMPLOYMENT: This is a 232 days per year position 232 days/Non-Exempt

SALARY SCALE: Based on school board policy GGBS

EVALUATION: Job performance will be evaluated annually by the IT Operations Administrator by provision of board policy.
