

DATA/TELECOM ENGINEER



Information Technology Department

Purpose:

The Data/Telecom Engineer provides leadership and technical expertise in designing, implementing, and managing the District's telecommunications network.

Reports to: Administrator for Technology Services

Nature & Scope:

The Data/Telecom Engineer performs work of a specific nature under general supervision. The nature of the work requires adherence to standard procedures, as well as policies and regulations. Independent judgment and decision making is required in matters not having established procedures. As a member of the Information Technology Department, the Data/Telecom Engineer engages with highly sensitive information and must maintain absolute integrity of systems and confidentiality of classified data. Although the Data/Telecom Engineer does not have supervisory responsibilities, the incumbent interfaces with numerous employees across the district at all levels of the organization.

Essential Job Functions:

1. Conducts oneself in the best interest of students, in accordance with the highest traditions of public education and in support of the District's mission.
2. Oversees the design and implementation of the District's telecommunications systems, offering system and technical expertise.
3. Plans large-scale projects in which new products or technologies are phased in Districtwide. Functions as project leader and oversees the implementation of projects.
4. Performs feasibility studies and product evaluations on new technologies.
5. Researches resolutions for complex telecommunication problems involving multiple vendors' products and develops recommendations.
6. Plans, designs, implements and maintains telecommunication equipment for District new construction, remodels and portable installations.
7. Designs and monitors improvements to emergency telecommunications options.
8. Maintains relationships with telecommunication vendors and ensures vendor compliance with agreements.
9. Analyzes and recommends tools to monitor telecommunications equipment for performance.
10. Creates the technical documentation, including telecommunications specifications and network designs.

11. Develops and presents a technical and administrative reports.
12. Troubleshoots technical problems and provides Tier-3 support.
13. Participates in budget preparation activities and monitoring expenditures.
14. Advises on and implements ADA telecommunication modifications for impacted employees.
15. Responds to emergency or critical incidents in order to confine, resolve, and/or prevent disruption in time-sensitive District activities or to prevent hazardous conditions.
16. Provides backup to the *Data Telecom Technician* and may be called upon to undertake any of the functions identified in the job description of the *Data Telecom Technician*.
17. Maintains effective working relationships with other members of the Department as well as other school personnel and community members, including those from diverse cultures or backgrounds or those who speak limited or no English.
18. Complies with all procedures outlined in the *Code of Professional Conduct* and *Annual Notices for Education Practitioners, Teachers, Support Staff, Administrators, Substitutes Handbook*; and all other Beaverton School District Policies and Procedures.

The statements contained above reflect general details as necessary to describe the principal functions of this job but should not be considered an all-inclusive listing of work requirements. Individuals may at times perform other duties as assigned which could include work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

Required Qualifications:

1. Must possess a Bachelor's degree in Telecommunications, Networking or Computer Science Field.
2. Must possess four years' experience designing and managing an IP-based telecommunications network.
3. In lieu of requirements #1 and #2, must have eight years' combined education (Associate's Degree/Technical Trade School Certificate) and experience necessary to perform the job related to designing and managing an IP-based telecommunications network.
4. Must demonstrate knowledge of TCP/IP networking and routing protocols.
5. Must demonstrate knowledge of VOIP networking and protocols.
6. Must demonstrate ability to configure and maintain layer 2 devices.
7. Must demonstrate and understanding of network topology.
8. Must be able to communicate effectively, both orally and in writing. Must read, understand, and follow multi-step written and verbal instructions in English.
9. Must be able to pass a criminal background check.
10. Must possess an Oregon or Washington Driver's License.

Working Conditions:

The Data/Telecom Engineer works primarily within schools and office buildings, traveling frequently throughout the District on a daily basis. The work environment is often controlled and quiet, but the work environment will also frequently include moderate to loud noise. The Data/Telecom Engineer must be able to lift and move computer equipment, up to 50 lbs. without assistance, and the role requires regular focus on a computer screen.

The incumbent is required to sit, stand, have finger/hand dexterity for working on computers for extended periods of time. Standing, walking, bending, stooping, kneeling, and standing/working on ladders will be required on occasion. The work environment may include exposure to unpleasant interior temperatures, dirt, wetness, and communicable diseases. Potential exposures include, but are not limited to: blood-borne pathogens; allergens; dirt; odors; dust; cold and hot temperatures; and unpredictable behavior from students.

Work Year: 260 days

Bargaining Unit: OSEA

FLSA Status: Exempt

Date Approved: February 14, 2019

Date Revised: December 31, 2018

The Beaverton School District recognizes the diversity and worth of all individuals and groups. It is the policy of the Beaverton School District that there will be no discrimination or harassment of individuals or groups based on race, color, religion, gender, sexual orientation, gender identity, gender expression, national origin, marital status, age, veteran status, genetic information or disability in any educational programs, activities or employment.