

Lead Infrastructure Technician

Purpose Statement

The job of Lead Infrastructure Technician is done for the purpose/s of integrating technology to enhance the learning environment; installing and maintaining computer hardware and software; providing technical support to site administrators, staff and students; and resolving school site operational issues.

This job reports to the Manager of Network Infrastructure

Essential Functions

- Attends departmental meetings for the purpose of providing and/or gathering information relating to job functions.
- Maintains manual and electronic documents, files and records (e.g. preventive maintenance, purchases, inspections, repair logs, etc.) for the purpose of documenting activities, conveying information and/or providing an up-to-date reference and audit trail.
- Performs basic network troubleshooting for the purpose of maintaining critical site operations.
- Prepares status reports, user guides and related materials for the purpose of documenting activities, providing written reference and/or conveying information.
- Repairs computers, peripherals, and electronic equipment (e.g. television systems, projectors, video cameras/recorders, electronic controllers, theater systems, etc.) for the purpose of maintaining equipment in a safe and functional operating condition.
- Responds to a variety of questions from site staff, parents and students for the purpose of providing information, guidance or referral.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: utilizing diagnostic and application software; adhering to safety practices; and maintaining accurate records.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: electronics analysis; multiplatform operating systems and personal computers; appropriate system security; associated peripheral equipment; and troubleshooting methodologies.

ABILITY is required to schedule activities; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with

data of varied types and/or purposes; and utilize a wide variety of types of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; establishing effective working relationships; displaying mechanical aptitude; communicating with technologically diverse groups; being attentive to detail; and working under time constraints.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, significant stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 40% sitting, 30% walking, and 30% standing. The job is performed under conditions with exposure to risk of injury and/or illness and in a clean atmosphere.

Experience Job related experience with increasing levels of responsibility is required.

Education Targeted, job related education with study in job-related area.

Equivalency

Required Testing

Physical Capacity Test

Job-Related Skills Proficiency Test

Certificates

Driver's License & Evidence of Insurability

Continuing Educ./Training

Maintains Certificates and/or Licenses

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Exempt

Approval Date

Salary Range