

**JOB DESCRIPTION**  
**Park Hill School District**

**Infrastructure Technician I**

The job of Infrastructure Technician I is done for the purpose/s of installing, securing, repairing and maintaining district wide LAN, WLAN and WAN transmission medium; door access controls and IP video surveillance; managing user access and maintaining related records; and providing technical support to district and site staff.

This job reports to the Lead Infrastructure Technician.

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**Essential Functions**

- Assists with supporting and maintaining the environmental operation of the data centers and building telecommunications rooms (e.g. monitoring temperature, power and battery backup systems, cabling plant, organizing materials, ensuring availability of materials, etc.) for the purpose of ensuring efficient operations.
- Coordinates with other department teams (e.g. network, systems, audio visual, computer support, etc.) for the purpose of ensuring effective communication and collaboration on all infrastructure team projects.
- Effectively installs, terminates, tests and maintains cabling systems for data networks per national electric code (e.g. CAT6a, fiber optic, etc.) for the purpose of ensuring a continual, functioning network.
- Effectively installs, terminates, tests and maintains door access control systems for the purpose of ensuring secure building access to authorized users.
- Efficiently manages multiple project responsibilities simultaneously and prioritizes work for the purpose of ensuring success for the entire department.
- Generates complete and timely resolutions to requests for the purpose of maintaining functionality throughout the district, while providing excellence in customer service to district staff and students.
- Installs and maintains district IP surveillance video camera systems for the purpose of ensuring district security and visibility.
- Participates in meetings, workshops and/or trainings for the purpose of conveying and/or gathering information required to perform job functions.
- Prepares written materials (e.g. procedures, system level documentation, reports, memos, letters, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Researches trends, products, equipment, tests, etc. for the purpose of recommending procedures and/or purchases.
- Responds to inquiries from a variety of sources (e.g. staff, administrators, school site personnel, outside vendors and service providers, etc.) for the purpose of providing technical assistance and support.
- Supports other department personnel teams (e.g. network, systems, audio visual, computer support, etc.) for the purpose of providing direction and/or solving technical problems.
- Troubleshoots malfunctioning infrastructure hardware and/or software applications within the District's local and wide area networks, video surveillance and physical access control systems (e.g. inside plant, outside plant, door access, IP cameras, etc.) for the purpose of resolving operational issues and restoring services.
- Utilizes appropriate project/task management tools, processes and procedures for the

purpose of effectively supporting audio-visual projects.

### **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, 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: advanced troubleshooting, utilizing pertinent network, application, operating system monitoring and troubleshooting software; designing large-scale cabling installations; operating cable testing and certification tools; operating power tools; driving while pulling a trailer; adhering to safety practices; planning and managing projects; and preparing 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 preferred to satisfactorily perform the functions of the job include: current, legacy and emerging operating systems; environments and network protocols; network transmission mediums; data center backup power; access control systems; video surveillance systems; CAD; HVAC; and concepts of grammar and punctuation.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and utilize equipment under a variety of conditions for multiple purposes. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: setting priorities; establishing effective relationships; being attentive to detail; communicating with diverse groups; conveying technical information to non-technical audiences; and working nonstandard hours.

### **Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; coordinating with others; operating within a defined budget. Utilization of resources from other work units may be required to perform the job's functions. There is a continual 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, some stooping, kneeling, crouching, climbing ladders and/or crawling, significant fine finger dexterity, and working outdoors in varied

weather. Generally, the job requires 10% sitting, 30% walking, and 60% standing. The job is performed in a generally hazard free environment.

Experience

Job related experience with increasing levels of responsibility is desired.

Education

Community college and/or vocational school degree with study in job-related area.

Required Testing

Job-Related Skills Proficiency Test

Functional Capacity Assessment

Certificates

Driver's License & Evidence of Insurability

Continuing Educ./Training

Maintains Certificates and/or Licenses

Clearances

Criminal Justice Fingerprint/Background

Clearance